

Human Resource Management

UNIT - I



HRM Meaning and Definition

Human Resource Management is also a function of management, concerned with hiring, motivating and maintaining people in an organisation.

It focuses on people in the organisation.



HRM Meaning and Definition

- Organisations does not only consist of building, machines or inventories. It is people they manage and staff the organisation
- HRM applies management principles in procuring, developing, maintaining people in the organisation.
- Aims at integrated decision making and decisions on different aspects of employees are consistent with other HR decisions
- HR Decisions must influence effectiveness of the organisation leading to better service to customer and high quality product and services at reasonable price.
- It is not confined to business establishment only, HRM is applicable also to the non business organisation, like government department, education, health care etc.



Definition

- Human Resource Management is a series of integrated decisions that form the employment relationship; their quality contributes to the ability of the organisations and the employees to achieve their objectives.

- *Milkovich and Boudreau*

Objectives of Human resource planning

- 1) Forecast personnel requirement
- 2) To ensure optimum utilization of resource
- 3) Use of existing manpower productively
- 4) Cope with changes(training about technological changes)
- 5) To provide control measures(ensure resource availability when required)
- 6) Promote employees in systematic manner(promotions, pay scale)
- 7) To provide a basis for Management Development Programmes.
- 8) To assist productivity bargaining(good deal)
- 9) To assess the cost of man power

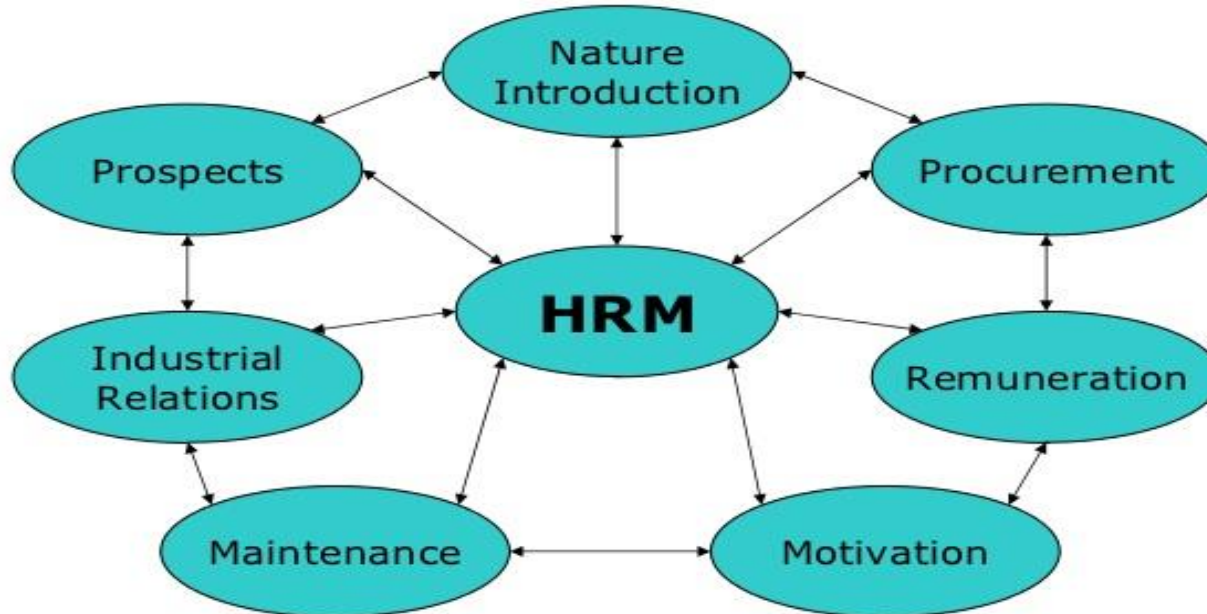




Importance of HRM

- Human Resource Management is important to all managers despite their various functions because of the following reasons-
 - Hire the right person for the job
 - Low attrition rate
 - Ensure people do their best
 - Time saved in not conducting useless interviews
 - Avoid legal action for any discrimination
 - Safety laws are not ignored
 - Equity towards employee in relation to salary etc.
 - Effective training
 - Avoid unfair labour practices

Scope of HRM



Difference Between HRM and PM - 1

S.No	Dimension	PM	HRM
1	Employment contract	Careful dimension of written contract	Aim to go beyond contract
2	Rules	Importance of devising clear rules	Impatience with rules
3	Guide to management action	Procedures	Business need
4	Behaviour referent	Norms/ customs & practices	Values/mission
5	Managerial task vis-à-vis labour	Monitoring	Nurturing
6	Key relations	Labour	Customer
7	Initiatives	Piecemeal	Integrated
8	Speed of decision	Slow	Fast

Qualities of HR Manager



Henry fayol categorized as

- a) Physical- health, vigor (energy, strength), address
- b) Mental- ability to understand, learn, judge & adaptable
- c) Moral – firmness, responsible, initiative, loyal, dignity (self respect)
- d) Educational- subject knowledge about function performed
- e) Technical- peculiar knowledge on function
- f) Experience – arising from work proper.

OTHERS:

Alert mentally, competent to take quick decision, honesty & integrity, patience, good leader, socially responsible, good communicator, courteous (well mannered)



NATURE OF HRM

- Integral part of process of management.
- Comprehensive function.
- Pervasive function.
- People oriented.
- Based on human relations.
- Continuous process.
- Science as well as art.

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