

HUMAN RESOURCE MANAGEMENT

B.COM (H) SEM 2 NEP

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FUNCTIONS OF

HUMAN RESOURCE MANAGEMENT (UNIT 1)

MANAGERIAL FUNCTIONS

- Planning
- Organizing
- Directing
- Controlling

Planning

A manager must plan ahead in order to get things done by his subordinates. It is also important to plan in order to give the organization its goals.

Also, planning helps establish the best procedures to reach the goals. Further, some effective managers devote a substantial part of their time to planning.

With respect to the human resource department, planning involves determining the personnel programs that can contribute to achieving the organization's goals.

These programs include anticipating the hiring needs of the organization, planning job requirements, descriptions, and determining the sources of recruitment.

Organizing

After the human resource manager establishes the objectives and develops plans and programs to achieve them, he needs to design and develop the organization's structure to carry out the different operations. Developing the organization's structure includes:

- Grouping of personnel activity into functions or positions
- Assigning different groups of activities to different individuals
- Delegating authority according to the tasks assigned and responsibilities involved
- Coordinating activities of different employees

Directing

The HR Manager can create plans, but implementing the plans smoothly depends on how motivated the people are. The directing functions of HRM involve encouraging people to work willingly and efficiently to achieve the goals of the organization. In simpler words, the directing functions of HRM entail guiding and motivating people to accomplish the personnel programs.

The HRM can motivate the employees through career planning and salary administration by boosting the employee's morale, developing relationships, providing safety requirements, and looking after the welfare of employees.

Controlling

Controlling is all about regulating activities in accordance with the plans formulated based on the objectives of the organization. This is the fourth function of the HRM and completes the cycle. In this, the manager observes and subsequently compares the results with the set standards.

Further, he corrects any deviations that might occur. Controlling is one of the important functions of HRM as it helps him evaluate and control the performance of the department with respect to different operative functions. It also involves appraisals, audit, statistics, etc.

Operative Functions

. Employment

Human resource is the most important resource for any enterprise since it is the resource that converts other resources into the final product.

But that does not mean that the organization starts keeping thousands of workers without proper requirement estimation. So, under this first operative function of the HR manager, he estimates the manpower requirement in the organization. He does so by using workforce and workload analysis

Development

Undoubtedly, the acquisition of human resource in any organization is very important. But we should not forget the fact that the world is changing at a rapid pace demanding the companies to change along with it. In order to cope up with the changing world, the company needs upgraded employees. Each time a company cannot just retrench the old staff and hire a new one because of a lot of disadvantages in doing so. So, the company should upgrade or develop their existing employees through the means of Training and Development. By this, they will be able to develop their workers and cope with the rapidly changing environment.

Compensation

Everyone works for some benefit or the other. Mostly, people work in exchange for some monetary benefits. Compensation is nothing but the payment for the work done by the workers in the company.

HR manager should consider the fact of equitable compensation for the same level and quality of work for different workers. This function focuses on the determination of adequate and equitable remuneration of the employees.

Working Conditions and Welfare

Training and Development just upgrade the workers to work effectively and efficiently but that does not ensure good productivity or fulfillment of the objectives.

It is because there are factors too which are equally important. These include the working environment, conditions, etc.

This function focuses on the good maintenance of the workplace and providing an atmosphere for the workers for effective and efficient working.

Motivation

People generally work to a certain level with full efficiency. After some time, they need to be provided with some new incentives to work. Here comes the concept of motivation. This function states that the HR manager should motivate the workers with both financial and non-financial incentives.

Personnel Record Keeping

This function states that an HR manager keeps records of the personnel working in different departments under different heads.

Moreover, he keeps the record of their work and the level of improvement. This record keeping helps them to build motivational techniques, staffing function, etc

Industrial Relations

The relation of all the workers in the industry is an important aspect for any organization. This function is nowadays fulfilled by the HR managers in the organization.

He helps in collective bargaining, joint consultation, and settlement of disputes. It is because he has a working knowledge of various labour enactments.

THANK YOU

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