

# Patrician College of Arts and Science

Department of Commerce

HUMAN RESOURCES MANAGEMENT – INTRODUCTION  
AND FUNCTIONS

CVZ6B

Odd Semester

Presented By  
Mr. RUFUS KUMAR  
Asst. Professor  
Dept. of Commerce



# HUMAN RESOURCES MANAGEMENT

- Operative Functions
- Recruitment
- Development
- Compensation
- Maintenance
- Motivation
- Personal records
- Separation
- Industrial Relations

# HUMAN RESOURCES MANAGEMENT

- Gary Dessler “ Human resource management is the process of acquiring, training, appraising and compensating employees and attending to their labour relations, health, safety and fairness concerns.”
- Objectives of HRM –
- Human Assets/ Human Capital
- Maintain Right quality and right number at right time.
- HR key to organisational success.

# Features or Nature of HRM

- Comprehensive in Nature
- Continuous Function
- People Function
- Pervasive Function
- Art and Science
- Service Function
- Development Oriented
- Goal oriented

# Functions of HRM

- Managerial Functions
- Planning
- Organising
- Staffing
- Directing
- Coordinating
- Controlling
- Innovation
- Decision Making

# Functions of HRM

- Managerial Functions
- Planning
- Organising
- Staffing
- Directing
- Coordinating
- Controlling
- Innovation
- Decision Making

# Functions of HRM

- Advisory Functions
- Top Management
- Departmental Heads

# Principles of HRM

- Comprehensiveness
- Cost effectiveness
- Control
- Coherence
- Communication
- Creativity
- Competence
- Credibility
- Change
- Commitment



# Functions of HRM

- Advisory Functions
- Top Management
- Departmental Heads

# Job Analysis - Techniques

- Interview of Workers and Supervisors.
- Critical Incidents Method
- Personal Observation
- Questionnaire Method
- Log Records
- Panel of Experts

# Job Analysis - Benefits

- To decide job description and job specification.
- Recruitment and Selection
- Training and Placement
- Human Resources Planning
- Organisational Design
- Human Resource Development
- Performance Appraisal
- Safety and Health
- Employee Counselling

# Job Description - Features

- Job title, Job Code and Department.
- Activities or tasks to be performed in that job.
- Job responsibilities.
- Working Conditions
- Environment at work place
- Machinery and equipment.
- Extent of supervision received and given.
- Relationship with other jobs.

# Factors influencing Recruitment

- Size of the organisation.
- Recruitment Policy
- Salary structure
- Working conditions
- Growth of firms
- Image and reputation of the company

# Recruitment – Internal Merits

- Time Saving
- Reliable Method
- Reduced Training Costs
- Better motivation and of employees
- Improved loyalty
- Reduced Turnover
- Better Relations
- Higher Productivity.

# Recruitment Process

- Recruitment Planning
- Designing Recruitment Strategy
- Evaluation of Recruitment Processes
- Implementation Strategy
- Advertising Vacancy
- Evaluation

# Recruitment - Internal

- Promotions
- Transfer
- Referrals
- Job Postings
- Retrenched employees
- Dependents of Deceased employees
- FormerEmployees



# Recruitment - External

- Professional Trade Associations
- Advertisements
- Employment Exchanges
- Campus Recruitment
- Walk ins
- Unsolicited Applications
- Web Portals

# Training Process

- Assessment of Training Needs
- Setting of Training Objectives
- Selection of Training Methods
- Conduct of Training
- Evaluation of Training Programms.

# Training – On the Job

- Apprenticeship Training
- Job Rotation
- Vestible Training
- Job Instruction Training
- Under Study
- Coaching

# Training – Off the Job

- Lectures
- Computer Based Training
- Video base Instructions
- Role Playing
- Business Games
- Case Study
- Counselling
- T Group Training



# Thank you

<https://www.patriciancollege.ac.in/>