



# **THIRUTHANGAL NADAR COLLEGE**

**(Belongs to the Chennaivazh Thiruthangal Hindu Nadar Uravinmurai Dharma Fund)  
Selavayal, Chennai-51.**

**A Self-Financing Co-educational College of Arts & Science  
Affiliated to the University of Madras  
Accredited with 'B' Grade by NAAC  
An ISO 9001: 2015 Certified Institution**

**NAME OF THE DEPARTMENT:- BBA**

**SUBJECT :- Human Resouce Management**

**TOPIC :- Full Coverage**

**STAFF NAME :- PRABHAKARAN K**

## Definition

- Human resource management can be defined as
  - “employing people, developing their resource, utilizing maintaining and compensating their services in tune with the job and organizational requirements”



## HRM Functions & Objectives

**Function-** supply of competent & willing employees

**Objectives-**

Societal (sensitive to needs & legal Compliance)

Organizational (effectiveness, Planning, selection, Training & Development, Appraisal)

Personal (employee career, potential, training & development)

**Outsourcing:**

72% of Indian companies are outsourcing their HR activities.

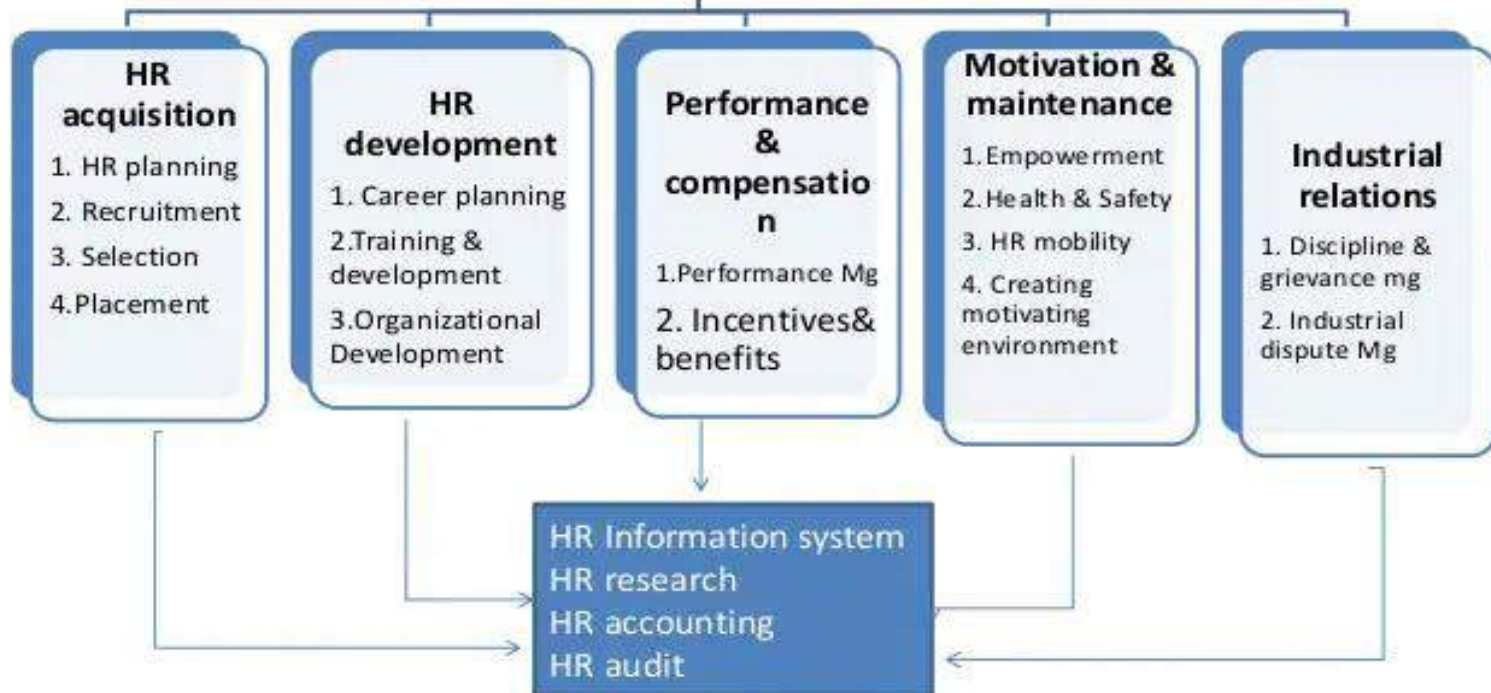
e.g. Employee hiring, Training & development, Payroll preparation, Benefits administration, Statutory records maintenance.

IIPM headquarters at Kolkata

National Institute of Labor Management (NILM) at Mumbai

Merged to form National Institute of Personnel management in 1980.

# HRM FUCTIONS



# Difference between personnel mg & HRM

## **PERSONNEL MANAGEMENT**

- Mg of people employed
- Employees are treated as economic man as his service are exchanged with salary
- Employee are viewed as tool, equipment
- Employee are treated as cost center. Therefore mg controls cost of labour
- Employees used as organization benefit
- Personnel function is only auxiliary (secondary)
- Short term perspective

## **HUMAN RESOURCE MG**

- Mg of employees skills, Knowledge, abilities
- Employees are treated as economic, social & psychological man
- Employee are treated as a resource
- Employees as treated as profit center. Therefore, invest in human resource.
- Employees used for multi-mutual benefit for org, employees & family
- HRM is a strategic(planned) mg function
- Long term perspective

# Environmental factors that affects the HRM

## Economic environment

- (a) Population & workforce
- (b) Workforce market condition
- (c) National income-Salary structure
- (d) Inflationary pressure

## Legal environment

- (a) No discrimination on sex
- (b) At least prescribed % of total employees must belong to SC & physically handicapped
- (c) Safety, working condition
- (d) Industrial relation

## Technological environment

- (a) Electronic communication
- (b) Open door policy (can communicate with any1 in organization)
- (c) Global monitoring
- (d) Virtual office ( no central place )

## Socio- cultural environment

- (a) Expectation of society
- (b) Social status of job
- (c) Achievement of work
- (d) Authority structure
- (e) Workforce mobility
- (f) Role of labour union

# HUMAN RESOURCE PLANNING







# Factors affecting Recruitment

## INTERNAL FACTORS

- Company's pay package
- QWL
- Organizational Culture
- Career planning
- Company's size
- Company's products
- Company's Growth rate
- Cost of recruitment

## EXTERNAL FACTORS

- Socio-economic factors
- Supply & demand factors
- Employment rate
- Labour market condition
- Reservation for SC/ST
- Information system

# SELECTION STEPS- series of hurdles

STEP 1

- **Reception**-(a co. create favorable impression from stage of reception)

STEP 2

- **Screening Interview**-(Preliminary interview cuts the cost, allow only eligible candidates to go through further stages)

STEP 3

- **Application Blank**- (brief history sheet of employees background)

STEP 4

- **Selection Tests**-1.Intelligent test 2. Aptitude, 3.Personality 4.Achievement Tests 5. Simulation test 6.Assessment centre 7. Graphology test 8. Polygraph (lie detector) 9.Integrity test

STEP 5

- **Selection Interview**- oral examination

STEP 6

- **Medical Examination**- reveals Physical fitness

STEP 7

- **Reference checks**-personnel department check applicants previous job performance through references given.

STEP 8

- **Hiring Decision**- final decision whether to select or reject a candidate.

# Job Analysis Sheet

## I) Work Activities

- A) How is task performed, why is task performed, when is task performed
- B) Interface with other jobs & equipments.
- C) Procedures used
- D) Behavior on job
- E) Physical movements

## II) Machines, Tools, Equipments, Work Aids

## III) Work Context

- Physical working conditions
- Org. context
- Social context
- Work schedule
- Incentives

## IV) Personal Requirements

## Job Description Sheet

1) TITLE

2) RANGE

3) DEPARTMENT

4) REPORTS TO

5) IMMEDIATE LEVEL SUBORDINATES

6) OBJECTIVES OF THE JOB

7) PRINCIPAL DUTIES & RESPONSIBILITIES

8) AUTHORITY LIMITS

**Purpose of job analysis:**

- HRP
- Employee hiring
- Training & development
- Performance appraisal
- HRIS

**Job design:** conscious effort, organize tasks, duties & responsibilities, follows after job- analysis

**Organization factors:** internal structure of each task requires planning, executing & controlling, completely integrated job.

Work flow, Ergonomics, work practices.

**Environment factors:** Availability of employees, abilities, social & cultural expectations.

**Behavioral elements:**

- ✓ Feedback,
- ✓ Autonomy,
- ✓ Use of abilities,
- ✓ Variety

## Job Design Approaches

- **Job rotation**
- **Job engineering-specialization, time & motion studies**
- **Job enlargement**
- **Job enrichment: adding more motivators (empowerment)**

### **Hertzberg 8 characteristics**

- 1) Direct feedback**
  - 2) Personal accountability**
  - 3) Direct communication**
  - 4) Learning**
  - 5) Client relationship**
  - 6) Control over resources**
  - 7) Scheduling own work**
  - 8) Unique experience**
- **Socio-technical systems**
  - **Ergonomics**
  - **Tele-commuting**
  - **Alternative work pattern (scheduling)**

**Recruitment:** process of identifying & attracting job seekers so as to build a pool of qualified job applicants.

5 stages:

2.Planning

3.Strategy development

4.Searching

5.Screening

6.Evaluation & control

(how to distinguish applicants who are unqualified from those who have a reasonable chance of success)

**Planning:** No. & Type (yield ratios)

**Strategy development:**

•Make/Buy,

•Technological sophistication of recruitment & selection devices

**THANKING YOU**