

SECTION – 5

QUESTION-2.

ANSWER:-

Scope of HRM:-

The scope of Human Resource Management (HRM) is Personal Management, Employee Welfare and Industrial Relations.

Personnel Management - Its direct manpower management which engage planning, hiring, training, development, induction & orientation, transfer, promotion, compensation, layoff & economizing, and employee effectiveness. It also includes developing new skills, disbursement of salary, motivation, payment, itinerant policies and actions, and other related way of actions.

Employee Welfare – It covenant with working environment and amenities at workplace. It includes a wide range of responsibilities & services such as security, health, medical, welfare and social. It also wrap appointment of safety bureaucrat making the environment favourable for working, reduce workplace risk, support by top management, job safety, cleanliness, safeguarding machinery, proper working, environment, hygiene, medical care and benefit.

Industrial Relations – Since employment relationship is a very sensitive area, which needs careful connections with labour or employee union, address their grievances and effectively settle the disputes in direct to maintain concord and harmony in an organisation. Its an art and science of understanding the employment relations, joint consultations, corrective events, solving problems and shared efforts, thoughtful human behaviour and continue work relations, group deal and conclusion of argument. The aim is to maintain the interests of both workers and management.

Managerial Functions of HR department:

Planning –It includes identifying HR requirements and forecasting personnel needs. Its nothing but Future course of action.

Organising – Division of labour; assignment of responsibility is part of the organisation's functions.

Staffing – It is the process of getting and keeping capable and competent personnel in different positions at all levels, i.e., manpower planning, recruitment, selection, placement and induction.

Directing – Its process of through all the accessible resources towards the ordinary goals.

Controlling –Quantity and improvement of activities to certify that the events conform to plans.

Operative Functions of HRM:

It includes function such as employment of new personnel, developing their skill sets, compensating them for their efforts and maintaining employee relations.

Employment – It involves obtain and employing persons with appropriate knowledge, skills, ability to perform various jobs. It includes role such as job analysis, human resource planning recruitment, selection, assignment and training.

Job Analysis – It ensures acceptable performance of an employee, skills, aptitude and reason to perform a job must match the requirements of the needs. Process by which the tasks include to determined and capability of required to do it successfully are identified.

HR Planning – It involves estimating the HR requirements of an organisation and the attitude to contribute the human resources, and making appropriate alteration between the two in correlation with the organisational plans

Recruitment – Recruitment is the process of seeking and attracting prospective candidates against a vacancy in the organisation

Selection – The purpose of employment selection is to choose the right candidate for a job

Placement – After a selected candidate conveys his or her acceptance of the offer of employment made by an organisation, his or her placement has to be decided based on the needs of the organisation

Induction – Introducing a new employee to the organisation, the organisation's business, its culture, values and beliefs, and practices and procedures is termed as induction

HR Development Functions:

Performance Appraisal – This is the process of assess the performance of an employee on the job and initializing a plan for an employee's improvement.

Training – Training is the systematic development of information, skills and approach required to do the given job successfully, in an entity

Management Development – It is the idea of developing the employees of an organisation to meet future changes and challenges

Career Planning & Development – Career planning and development refers to identifying one's career goals and formulating plans for achieving them through various means such as education and work experience

Compensation – Compensation includes all the rewards that an employee receives during the course of his or her job—for his or her contributions to the organisation. It includes Job assessment, salary and supervision, motivation, Fringe reimbursement and Employee relations.

Increasing employee productivity

Keeping the employees satisfied and motivated

Developing team building, team management, leadership skills in employees

Designing and realizing a fast and appropriate complaint organization system

Ensuring discipline among the employees by prompt action to correct deviations

Supporting employees by counselling and developing them into complete persons and accountable people

Enhancing the quality of both work and personal life of the employees

Difference between Training Development and Education:-

Training:-

Training is nothing but learning by doing. It is a well-planned program aimed at developing specific skills and knowledge of the manpower. It is a common concept of human resource development where an attempt is made to improve the performance, productivity and competency of the existing and potential employees through learning. The program is specially designed by the organisation to achieve definite goals.

Education:-

By the term education, we mean learning in the classroom to acquire certain knowledge. Education does not equal to schooling, but it refers to what a person gains while he is in school or college. It is aimed to deliver knowledge about facts, events, values, beliefs, general concepts, principles, etc. to the students. This helps in developing a sense of reasoning, understanding, judgement and intellect in an individual.

Key Differences Between Training and Education:-

The significant differences between training and education are mentioned in the following points:

Training refers to an act of inculcating specific skills in a person. Education is all about gaining theoretical knowledge in the classroom or any institution.

Training is a way to develop specific skills, whereas education is a typical system of learning.

Training is completely based on practical application, which is just opposite in the case of education that involves theoretical orientation.

The concept of training is narrow while the concept of education is comparatively wider.

Training involves hands-on experience regarding the particular job. On the other hand, education involves learning in the classroom.

The term of education is longer than the duration of training.

The training prepares a person for the present job. Conversely, education prepares a person for future job and challenges.

The purpose of training is to improve the performance and productivity of employees. As opposed to education, where the purpose is to develop a sense of reasoning and judgement.

During training, a person learns, how to do a specific task. Unlike Education, which teaches about the general concepts.