

Section-5

Q.2
Ans

The scope of HRM is, indeed, very vast and wide. It includes all the activities starting from manpower planning and till employee leaves the organization. The scope of HRM consists of acquisition, development, maintenance / retention, and control of human resources in the organisation. The same forms the subject matter of HRM. It deals with the manpower planning, recruitment, selection, placement, transfer, promotion. And it also deals with the working conditions and amenities such as canteen, rest and lunch rooms, transport, medical and educational assistance. Thus HRM scopes on all of these points mentioned above.

* Functions of HRM are:-

a) Managerial functions:-

i) Planning - planning is a process of determining the organizational goals and formulation of policies and programmed for achieving them.

ii) Organizing - The part involves giving each subordinates a specific task establishing departments, delegating to subordinates.

iii) Staffing - This involves deciding what type of people should be hired, recruiting prospective employees.

iv) Controlling - process of setting standards for performance, checking to see how actual performance compares with these set standards.

b) Operative Functions:-

i) Procurement - the right kind of people in appropriate ~~one~~ numbers to be placed in the organisation.

ii) Development - it involves activities meant to improve the knowledge, skills, aptitude and values of employees so as to enable the employee to perform better in future.

iii) Maintenance - concerned with the protecting and promoting employees while at work. For this purpose, various benefits such as housing, medical, educational, transport facilities, etc.

* The difference between Training and development and education is, the Training is the process which would be conducted on-going and according to that Training

the employee would get into the development stage. And as the training goes on and on. Whatever the employee learns from the training that is known as the education which he receives. Hence, when the employee starts to perform and gives good result the development shows place.