

SUBJECT-HUMAN RESOURCE MANAGEMENT

CHAPTER NAME- NATURE AND SCOPE

SEMESTER –II

TEACHER'S NAME- PUJA GUPTA

HUMAN RESOURCE MANAGEMENT(HRM)

- DEFINITION- HRM is the process of acquiring, training, appraising and compensating employees and of attending to their labour relations, health and safety and fairness concerns.

NATURE OR FEATURES OF HRM

- Pervasive function
- Focus on resolution of problems
- Right job for right people
- Continuous function
- Attention for individual growth
- Developmental approach
- Co-ordinating force
- Forward looking.

SCOPE OF HRM

- Manpower planning
- Job analysis
- Recruitment and selection process
- Training and development
- Performance appraisal
- Job evaluation
- Compensation, remuneration and other benefits
- Providing for proper motivation, welfare and safety regulations
- Maintenance of industrial relations.

FUNCTIONS OF HRM

- MANAGERIAL FUNCTIONS
 - Planning
 - Organising
 - Directing
 - Controlling
- ADVISORY FUNCTIONS

FUNCTIONS OF HRM

- OPERATIVE FUNCTIONS
 - Job procurement
 - Job analysis
 - Manpower planning
 - Recruitment
 - Selection
 - Placement
 - Induction
 - Development
 - Performance appraisal
 - Training
 - Managerial development
 - Career planning and development
 - Promotion and transfer
 - Compensation
 - Job evaluation
 - Conducting suitable wage and salary structure
 - Incentives and other benefits
 - Social benefits
 - Motivation
 - Maintenance
 - Co- ordination
 - Industrial relations