

A

Seminar report

On

Human Resource Management (HRM)

Submitted in partial fulfillment of the requirement for the award of degree
Of MBA

SUBMITTED TO:

www.studymafia.org

SUBMITTED BY:

www.studymafia.org

Acknowledgement

I would like to thank respected Mr..... and Mr.for giving me such a wonderful opportunity to expand my knowledge for my own branch and giving me guidelines to present a seminar report. It helped me a lot to realize of what we study for.

Secondly, I would like to thank my parents who patiently helped me as i went through my work and helped to modify and eliminate some of the irrelevant or un-necessary stuffs.

Thirdly, I would like to thank my friends who helped me to make my work more organized and well-stacked till the end.

Next, I would thank Microsoft for developing such a wonderful tool like MS Word. It helped my work a lot to remain error-free.

Last but clearly not the least, I would thank The Almighty for giving me strength to complete my report on time.

Preface

I have made this report file on the topic **Human Resource Management (HRM)** ,I have tried my best to elucidate all the relevant detail to the topic to be included in the report. While in the beginning I have tried to give a general view about this topic.

My efforts and wholehearted co-corporation of each and everyone has ended on a successful note. I express my sincere gratitude towho assisting me throughout the preparation of this topic. I thank him for providing me the reinforcement, confidence and most importantly the track for the topic whenever I needed it.

www.studymafia.org

Content

- Introduction
- Scope of HRM
- Importance of HRM
- Evolution of HRM
- Functions of HRMS Systems
- Five Components of a Human Resource Management System
- E-HRM
- Types
- Advantages
- Disadvantages
- Conclusion
- References

Introduction

Human Resource management (HRM) refers to the concept or methods needed to carry out responsibility of the personnel in aspects of managing organizational tasks. Such as recruiting, screening, training, rewarding and some other related tasks.

Nowadays it would be difficult to imagine that organizations can achieve and sustain effectiveness at their work without efficient HRM programs and activities. The HR department plays a vital role in ensuring the smooth running of an organization most importantly by tracking and analyzing the timekeeping and work patterns of the work force, allowing management better information on which to make good decisions.

SCOPE OF HRM

From Entry to Exit or Recruitment to Retirement of an employee in the organization

Following are the areas of operation of HRM:

1. Human Resource Planning
2. Job Analysis
3. Job Design
4. Recruitment & Selection
5. Orientation & Placement
6. Training & Development
7. Performance Appraisals
8. Job Evaluation
9. Employee and Executive Remuneration
10. Motivation
11. Communication
12. Welfare
13. Safety & Health
14. Industrial Relations

IMPORTANCE OF H.R.M

- To hire right person for the right job
- To avoid high manpower turnover
- To ensure people doing their best
- To conduct proper interview
- To avoid legal implications
- To ensure proper compensation management
- To ensure safety of workmen and avoid unsafe practices
- To ensure equity and justice and right pay for right person
- To ensure implementation of training and development
- To avoid unfair labor practices

Evolution of HRM

A number of academics and practitioners in the past have contributed a great deal to the development of HRM.

The history of its development goes back to the early management pioneers, Robert Owen (1771 – 1858) and Charles Babbage (1792 – 1871).

Similarly, other developments such as the industrial revolution, the principles of scientific management, the classical organization theory and more recently, the behavioral science movement and the organization development movement have influenced the development of personnel management and HRM.

Functions of HRMS Systems

The function of the human resources department involves tracking employee histories, skills, abilities, salary and their accomplishments. When an organization takes care to reduce the manual workload an organization performs, they choose to replace those processes with various levels of HRMS systems. Executives within a HR department either rely on internal IT experts or third-party vendors to develop and implement an integrated system. Each module performs a separate function within the HRMS. The functions current HRMS systems can perform include:

- Payroll
- Database for employee information
- Attendance records
- Performance evaluation
- Benefits administration
- Learning and recruiting management
- Employee self-service
- Employee scheduling
- Tracking of employee absenteeism
- Analytics

Five Components of a Human Resource Management System

Organizational Culture

Organizational culture is the collection of values, working norms, company vision, habits and beliefs that the business espouses. The HR management system plays a large part in shaping the organizational culture. Setting policies, procedures and company standards dictates to employees the behaviors that are acceptable in the workplace. For example, a policy may state that time management is important to the business, which fosters timeliness among employees, or HR may adapt a looser time management policy that values employees' freedom to manage their own schedules. In essence, the organizational culture affects the way people do their work and interact with one another and with customers.

Planning for Change

The business world changes rapidly. New technology is introduced, employees come and go, and the finances of the company fluctuate. HR's role in helping to stabilize the company for change cannot be understated. Planning for change means helping employees understand their roles in the larger picture of the company. It's about building bridges between departments and managers and getting people to talk about "what-if" situations. HR takes this information and develops a management plan for disasters, for changes in workflow and for reassuring employees in times of crises or frightening change.

Training and Development

Almost all employees, even ones that are highly educated or skilled, require some level of training because each organization runs things in a different way. Policies and procedures need to be firmly communicated to employees as part of their on-boarding process. The HR management system is also responsible for ongoing employee development. This continuing education keeps employees' skills fresh so they bring new and innovative ideas to the workplace.

Health and Safety

The HR management system plays a key role in ensuring health and safety in the workplace. This can be achieved through policies and procedures, but the HR function may go a step further to make sure employees understand the risks of certain activities. For example, if there is heavy machinery in the office, HR can post warning signs and posters listing the steps to take in case of an emergency. This minimizes the possibility that an accident will occur and helps to eliminate any subsequent legal action that might be taken against the company.

Recruitment and Retention

While recruitment and retention may seem like a given for HR management systems, it is the anchor of all HR's policies and systems. Finding qualified workers, keeping them engaged with the company, training them to effectively do their jobs and providing incentives for further

education, benefits and compensation are all drivers to organizational success and should be constantly on the minds of HR managers.

E-HRM

E-HRM is the (planning, implementation) application of information technology for both networking and supporting at least two individual or collective actors in their shared performing of HR activities.

E-HRM is not the same as HRIS (Human resource information system) which refers to ICT systems used within HR departments. Nor is it the same as V-HRM or Virtual HRM - which is defined by Lepak and Snell as "...a network-based structure built on partnerships and typically mediated by information technologies to help the organization acquire, develop, and deploy intellectual capital."

E-HRM is in essence the devolution of HR functions to management and employees. They access these functions typically via intranet or other web-technology channels. The empowerment of managers and employees to perform certain chosen HR functions relieves the HR department of these tasks, allowing HR staff to focus less on the operational and more on the strategic elements of HR, and allowing organizations to lower HR department staffing levels as the administrative burden is lightened. It is anticipated that, as E-HRM develops and becomes more entrenched in business culture, these changes will become more apparent, but they have yet to be manifested to a significant degree.

Types

There are three tiers of E-HRM. These are described respectively as:

- Operational
- Relational
- Transformational.

Operational

Operational E-HRM is concerned with administrative functions - payroll and employee personal data for example.

Relational

Relational E-HRM is concerned with supporting business processes by means of training, recruitment, performance management and so forth.

Transformational

Transformational E-HRM is concerned with strategic HR activities such as knowledge management, strategic re-orientation.

Advantages of HRM Systems

Helps Evaluate HR Policies

The premise of strategic HRM is that the company's policies and procedures related to employees should fit into the organization's broader strategic plan. Developing these links between HR and strategy has the distinct advantage of helping the organization to evaluate its current HR policies and to replace outdated or inefficient policies with ones that promote a better workplace environment and employee relations. As the company evaluates its HR policies, it can use the strategic plan's aims and objectives to evaluate each HR process. Those that fall out of the strategic vision can be reformulated or discarded in favor of better ones.

Team-building

Strategic HRM also helps to foster a sense of team spirit and camaraderie within the organization. A company's strategic vision will ideally rely on input from a broad range of stakeholders including managers, employees, customers and investors. Creating an HR strategy that aligns with this sense of open communication can have the major benefit of helping stakeholders feel like their opinions are valued and meaningful to the company's owners and executives.

Helps Monitor Progress

While the strategic vision of the company can influence the creation and evaluation of HR policies, the reverse can also be true. Human resources can help the organization monitor its progress toward achieving its stated goals and objectives in the strategic plan. Much of the strategic plan is likely to rely on the cooperation and support of employees and individual departments or functions within the organization. HR has a key role to play in making sure that all of these components of the strategic plan are implemented in a timely and effective way. The advantage of this marriage between strategy and HR management is that the company's executives and its HR function are consistently monitoring one another's progress and tweaking processes for the benefit of the company and its employees.

Keeps the Organization Legal

A final advantage of the human resource management strategy is in keeping the organization compliant with laws relating to employees, salary, insurance and the like. The laws and policies governing business are complex and can vary between jurisdictions, but HR has a key role to play in making sure that the organization's strategic plan is not only presently legal but is also amendable enough that it can adapt to changing times and changing legal circumstances.

What Are the Disadvantages of a Human Resource Management System?

Employee Privacy

Your employees entrust you with personal information. Everything from Social Security numbers to private health information and marital status gets stored in your HR management system. Several layers of management may have access to that information. In addition, a non-management employee may engage in identity theft and access a fellow employee's sensitive data. Such a breach of security with your management system can embroil you in legal problems and create poor employee relations.

Cost

One of the disadvantages of these systems is their cost. CostOwl.com report that prices can range from \$40 to \$100 per user for companies with up to 50 employees and \$200 to \$300 per employee for larger companies. Installation, setup and consulting can cost as much as \$50,000. You can cut these costs by getting a remotely hosted system, which can cost as little as \$5 to \$10 per user. In addition, you incur costs for training your staff in the use of the system.

Loss of Subjectivity

Because HR management systems do such a good job of listing employee accomplishments, certifications and degrees, managers may be tempted to promote based on the objective data your system provides. This may discourage supervisors from taking the time to get to know employees on a personal basis as part of their evaluation of what staff members can contribute to your company. The U.S. Office of Personnel Management points out that computerized employee evaluations can result in an impersonal narrative from the supervisor. Such evaluations may not be the most reliable guides for making decisions about promotions.

Difficulty of Analysis

Your system can contain so much data that you may find it difficult to analyze. You may need a separate analysis system just to sort the data into meaningful chunks. For example, if you want to analyze employee turnover in relation to levels of compensation and your system is not sophisticated enough, you may have difficulty generating reports that identify patterns. This could require the help of advanced software outside of your HR management system, which means additional expense.

Conclusion

Developing and implementing the right HRMS for your company is important. While it is certainly possible to take care of these functions manually, an automated system ensures there is plenty of time available for the human resources staff to develop and maintain the data that goes into those systems. The most important thing to remember is that HRMS systems are not “one size fits all”. Just as each company is different, so are the systems available on the market to choose from.

www.studymafia.org

References

- www.google.com
- www.wikipedia.com
- www.studymafia.org

www.studymafia.org