



IJMRBS

ISSN 2319-345X
Vol. 5, No. 2, April 2016

International Journal of Management Research and Business Strategy

www.ijmrbs.com



MEGHANA PUBLICATIONS

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A COMPREHENSIVE REVIEW ON HUMAN RESOURCE MANAGEMENT

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This paper is designed to give a comprehensive overview for, what is a human resources management, and the importance and goals in business organizations, whether it's in service, commercial, or industrial. This paper also aims to know the nature and functions of human resources management, as well as the most important responsibilities that rest with the human resources management in organizations. The human Resource Management is the cornerstone of in a majority of organizations, which aims to strengthen the organizational capacity, and enable organizations to recruit and developed competencies required, and able to face the current and future challenges.

Keywords: HRM, Human Resource Planning, Recruitment, Selection and Placement

INTRODUCTION

Human Resource Management (HRM) is the set of productive activities within the organization that focuses of transforming human being into useful resources. The activities include searching right candidates, identifying their knowledge, skills and attitude towards a specific job, fixing and practicing fair compensation policy, ensure the safety and comfort in work place, observing the performance of the employees, employee motivation, effective communication, administration and training for increasing productivity and efficiency.

HRM is a deliberate and widespread approach to meaning people and the workplace culture and environment. Effective human resource enables

employees to contribute effectively and productivity to the overall company direction and the accomplishment of the organizations goals and objectives.

HRM is moving away from traditional personnel, administration and transactional roles which are increasingly outsourced. HRM is now expected to add value to the strategic utilization of employees and that employee programs impact the business in measurable ways.

HUMAN RESOURCE MANAGEMENT DEFINITION

In sample sense, human resource management means employing people, developing their resources, utilizing, maintaining and compensating

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their services in tune with the job and organization requirements with a view to contribute to the goals of the organization, individual and the society.

On the other hand, Human resources may be defined as the total knowledge, skills, creative abilities, talents and aptitudes of an organization's workforce, as well as the values, attitudes, approaches and beliefs of the individuals involved in the affairs of the organization. It is the sum total or aggregate of inherent abilities, acquired knowledge and skills represented by the talents and aptitudes of the persons employed in the organization. Human Resource Management is the management activity responsible of actions and decisions that affect the relations between the organization and its members.

FUNCTIONS OF HUMAN RESOURCE MANAGEMENT

According to P Subbarao the functions of HRM can be broadly classified into two categories viz. Management and Operative functions:

- 1) Management Functions, it contains the following things:
 - Planning
 - Organizing
 - Directing
 - Controlling
- 2) Operative functions, it contains the following things:
 - Employment, it includes, human resource planning, recruitment, selection, induction, placement, organization design, job design and job analysis.
 - Human resource development, it includes training, management development, career

planning & development, organization change & organization development and performance appraisal.

- Human relation, it includes motivation, moral, job satisfaction, communication, grievance & disciplinary procedure, quality of work life and quality circles.

NATURE OF HUMAN RESOURCE MANAGEMENT

Human resource management is a process of bringing people and organizations together so that the goals of each are met. The nature of HRM can be summarized as follows :

- I. It is pervasive in nature as it is present in all enterprises.
- II. Its focus is on results rather than on rules
- III. It tries to help employees develop their potential fully.
- IV. It encourages employees to give their best to the organization.
- V. It is all about people at work, both as individuals and groups.
- VI. It helps an organization meet its goals in the future by providing for competent and well-motivated employees.
- VII. It tries to build and maintain ordinal relations between people working at various levels in the organization.

OBJECTIVES OF HUMAN RESOURCE MANAGEMENT

The objectives of HRM may be as follows:

- i. To create and utilize an able and motivated workforce to accomplish the basic organizational goals.

- ii. To establish and maintain sound organizational structure and desirable working relationships among all the members of the organization.
- iii. To secure the integration and groups within the organization by co-ordination of the individual and group goals with those of the organization.
- iv. To create facilities and opportunities for individual or group development so as to match it with the growth of the organization.
- v. To attain an effective utilization of human resource in the achievement of organizational goals.
- vi. To identify and safety individual and group needs adequate and equitable wages, incentives, employee benefits and social security and measures of challenging work, prestige, security, recognition, security, status.

IMPORTANCE OF HUMAN RESOURCE MANAGEMENT

Following points the importance of human resource management:

- I. Hiring required skill set and retaining them through effective human resource planning, requirement, selection, placement, orientation and promotion policies.
- i. Development of employees by enhancing necessary skills and right attitude among employees through training, development, performance appraisal etc.
- ii. HRM leads to improved quality of work life; it enables effective team work among employees by providing healthy working environment.
- iii. HRM plays an important role in the society; it

helps labor to live pride and dignity by providing employment which in turn gives them social and psychological satisfaction.

- iv. HRM plays a very significant role in the development of nation. Efficient and committed human resource leads to effective exploitation and utilization of nation's natural, physical and financial resources.
- v. HRM takes care of optimum utilization of available human resource.
- vi. Skilled and developed human resource ensures the development of that country, If people underdeveloped than that country will be underdeveloped.
- vii. Effective HRM enhances economic growth which in turn leads to higher standard of living and maximum employment.

PRINCIPLES OF HUMAN RESOURCE MANAGEMENT

The complexity of the human resources management and its ability to be creative and scientific resource, results from its fundamental principles underlying at its foundation. From these principles we underline the most relevant and meaningful:

- i. The principle of previewing, training/forming and providing human resources in relation to the requirements of scientific and technical revolution and the concrete needs of organizations;
- ii. The principle of continuous training of human resources for the purpose of saving financial resources on the one
Hand and rapid integration into employment of human resources on the other hand;

- iii. The principle of recruitment, selection and orientation in relation to the needs of ensuring consistency between
Quantitative and Qualitative employment resources and available jobs;
- iv. The principle of personnel assessment, physical energy and mental stress resulting from the assessment of workstations and work performance;
- v. The principle of motivation of employees, establishment and differentiation of remuneration in relation to the weight and the intensity of the work and the quantitative and qualitative performances, promoting and building professional careers;
- vi. The principle of labor protection facing the risks of illness and accidents work and the social protection facing social risks that cannot be previewed;
- vii. The principle of maximum economic efficiency of utilization of all resources in conditions of security and health protection, highlighting the productivity gains on workstation, individuals or work teams;
- viii. The principle of information, communication, personal negotiation and by representatives (unions, associations, councils, etc.)
- ix. The principle of integration, cooperation and the participation of employees in decision - making and to the achievement of the organization's objectives.

HR MANAGEMENT - KEY RESPONSIBILITIES

Human Resources Management concerned with the development of both individuals and organizations in which they work. Human

Resources Management is working to participate in securing and developing the talents of individual workers, and also in the implementation of programs that promote communication and cooperation between these individuals in order to enhance organizational development. Main responsibilities associated with human resources management as include: job analysis, recruitment, utilize and organize the workforce, measurement and evaluation of the labor force, performance, implementation of remuneration systems for employees, professional development for workers, and maintaining the work force.

SUCCESSION PLANNING

Succession Planning is another vital part of the human resource planning process. It refers to the way in which constitute policies to replace key members of the organization, transforming the transfer of authority and responsibility carefully from leaving member to a new member. Often, this means making sure that the employee has the necessary training and experience enough to achieve the functions of the organization.

HR PLANNING

Human resource planning is a practice that identifies current and future human resource needs for an organization to accomplish its objective. This is a strategy for the acquisition, utilization, improvement and preservation of enterprise human resources.

Human resource planning involves forecasting the need for labour and the supply of labour, then planning the programs necessary to ensure that the organization will have the right mix of

employees and skills when and where they are needed. It is concerned with the flow of people into, through, and out of an organization.

Human resource planning is the process by which organization anticipate future staffing needs and plan programs to ensure that the correct number and type of employees are available when they are needed. This is the predetermination of the future course of action chosen from a number of alternative courses of action for procuring, developing, managing, motivating, compensating, career planning, succeeding planning and separating the human element of enterprise. It determines a conscious choice of patterns of the humanization of work environment in an emhhorganization.

CONCLUSION

The human Resource Management is the cornerstone of in a majority of organizations, which aims to strengthen the organizational capacity, and enable organizations to recruit and developed competencies required, and able to face the current and future challenges. Human Resource Management (HRM) is the set of productive activities within the organization that focuses of transforming human being into useful resources. HRM plays an important role in the society; it helps labor to live pride and dignity by providing employment which in turn gives them social and psychological satisfaction. Human Resources Management is working to participate in securing and developing the talents of individual workers, and also in the implementation of programs that promote communication and cooperation between these individuals in order to enhance organizational development.

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International Journal of Management Research and Business Strategy

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