

A Study on Concepts, Features and Functions of Human Resource Management

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Abstract

Man is a conscious being. It has different thinking, it has the courage to do something new and it organizes and works with the spirit of collective morality, then the organization achieves its goals easily otherwise the organization fails to achieve its objective . This is why human resource management today occupies a special place in the field of management. The present paper tries to analyse about the concepts, features and functions of human resource management.

Key-words: Features; Functions; Objectives; HR Manager qualities.

Introduction

The concept of human resource management is an innovative concept in the field of management and it is seen as the most prevalent concept today. Initially the concept was as Employment Management, Personnel Management, Industrial Relations, Labour Welfare Management, Labour Officer, Labour Manager and in 1960 and later the key term was Personnel Manager. This includes the responsibility of employees towards general programs. This form of development of words is an indication that 'Personnel Management' is developing as a branch of management and has not yet become a form of universality. Now some scholars are trying to see this as a people and community relationship. It is worth considering that though it may be known by various names, but considering their field of work, the emphasis is on the development of human resources and maximum production and profit. Capital, labour, organization and courage are the key in the construction and development of any establishment and among them, labour or manpower is the most important. It is manpower that gives energy to capital, organization and entrepreneurs.

In the early stage of industrialization, its importance was secondary. It was understood that only the general manager is capable of human resource management. Management skill is the divine power which is responsible for general management, it is also responsible for human resource management, but when industrialization started to happen at a rapid pace, many problems of workers started emerging and the general manager also found himself helpless in facing those challenges In the meantime, the importance of social sciences also began to grow and it was found that psychology, anthropology, sociology, economics, political science have a very good role in solving and eliminating many problems of industrial societies. Hence it has been proved that human resource management is a specialized business subject. Therefore, the responsibility of its management is only that of a trained social engineer and that is why only social scientists and trained persons are being appointed in the management of human

resources. Who is familiar with various aspects of management and is well versed in the dynamics of human behavior and management skills. Such a person should be given the responsibility of human resource management. The major tasks under human resource management are divided into the following three parts: -

1. Labour side - in which selection, appointments, establishment, transfer, promotion, holiday training and development and motivational wages, salary administration etc. are the subjects.
2. Welfare side - It includes features related to work, safety and health.
3. Industrial Relations Party - This includes exchange of ideas, collective bargaining, settlement of disputes, joint management committees and social security, salary, allowances etc. by labour unions. Apart from this, talk of medical benefits, sick leave, family planning and recreational and educational programs are also included.

Key features of human resources

1. It is a management of human resources.
2. It is a departmental responsibility that functions under personnel management.
3. It selects, organizes and controls manpower.
4. Its purpose is to achieve the best fruits among the workers.
5. This leads to maximum efficiency in the employees.
6. Qualification of employees is helpful in development.
7. Cooperative development in employees creates a sense.
8. It tries to verify human relations and maintain them.
9. It gives important suggestions to higher management.
10. Personnel management follows certain principles and practices.
11. It is a management philosophy.

Functions

1. To formulate policies with a view to maintaining good relations among the employees.
2. To do proper work for leadership development.
3. Collective bargaining, settlement, contract administration and redressal of grievances.
4. To keep knowledge of labor sources and to select suitable person according to work.
5. To make suitable opportunities for development accessible to workers and to provide opportunities for showcasing their qualifications.
6. To keep the employees enthusiastic and encourage them towards work.
7. To evaluate the human resources in the organization.
8. To maintain research in the field of human resources and to use research findings in policy making.

In this way Yoder has considered eight major tasks while North Kot has tried to look at the functions of Human Resource Manager from three angles: -

1. Public welfare approach.
2. Scientific Management Approach.
3. Industrial Relations Approach.

Thus, the above approach should be done in the field of education, health, housing and safety of workers and other public welfare works by taking the above approach only through human resource management and selection, training, proper remuneration / wages, bonus from the scientific point of view. , Wage increase and other religious benefits that include their

desire to engage in work, to do labor for maximum production and to play a role and to maintain peace in the industry from the industrial relations point of view and to resolve quickly in the event of any dissatisfaction or dispute and labor Continuing consultation with the unions and settling them with their consent. If industrial unrest is not possible by mutual agreement, then find a solution through the Resource Machinery and Triunal Court. Under the human resource management of A.F. Kindle, the following works are considered: -

1. To formulate policies and develop procedures, control and develop communication system in accordance with the objective of the venture.
2. To provide supervision, leadership and encouragement at all levels of the organization.
3. Cooperation in all aspects of administration and submission of necessary suggestions.
4. Executing the policies in a planned manner.
5. To be constantly alert for implementation.
6. Pay attention to labor movements and be proactive in their solution.
7. It is the task of creating wide publicity and understanding of the policies among the workers and to convey the suggestions of the workers or their organizations to the higher level administrators.

Similarly, HH Carey has described these functions of human resource management: -

1. Formation of Personnel Administration - Under which to determine the responsibility of administrators and employees, formation of committees for policy making, establishing goodwill among administrators and employees, and evaluation of individuals.
2. Administration and Supervision - Determining the duties and responsibilities of administrative officers and supervisors, building appropriate hierarchies for redressal of complaints, making multipurpose management plans, prescribing supervisory plans. Direction work.
3. Labor planning - forecasting the needs of the employees according to the establishment, setting the policy of labor recruitment, fixing the job description, setting the wage rate, determining the recruitment, keeping information about the workers and making them aware of the work, Assigning work to qualified workers, preparing records related to them and keeping information about labor market.
4. Training and Labor Development - Under this, to find out the interdepartmental work details and relationship between employees, training of employees, preparing development programs for officers and supervisors, providing facilities for reading and teaching of workers, education and business guidance. Arranging and evaluating employees are tasks.
5. Wage and salary administration - Employee efficiency assessment and fixing of salary / wages, incentives for work - use of monetary or other methods, providing training to workers, performing work related to performance and evaluation, aiding and regularizing workers. It is the work of framing the rules regarding the policies related to leave, leave, absence.
6. Balance of power - to determine the workload, promotion, dismissal, transfer, management of problems arising out of work, collecting information related to labor and making evaluation plans, keeping the seniority and discipline details and determining the selection methods.
7. Relationship between employees and management- keeping personal relations with employees, maintaining co-ordination with labor unions, collective bargaining, redressal system, arbitration and formation of employer-employer committees.

8. Scheduling of working hours and conditions and arranging for rest and recreation.
9. Health and Safety - Establishment of primary health center, checking of machinery and facilitating accident compensation schemes in terms of health and safety of workers.
10. Communication with employees and making arrangements for research related to them so that benefits of new knowledge in communication and human resource management can be obtained from research findings.

Including the above human resource management functions, it can be seen in the following two major forms: -

(1) Managerial work

1. *Planning*: Under which the human resource is planned, its requirement, its recruitment, selection and training to achieve the objectives of the organization and towards it the need of human resource, its values, attitude and its behavior which are effective on the organization, work. is done.

2. *Organization*: Secondly, its managerial work is to enable the organization. For any industry, a strong and competent organization is needed to achieve its goals. Organization is the only means of goal. There are many people in the organization. Participation from uniquely skilled administrators to general employees is essential for success. Everyone's role is important to achieve the goal. Therefore, it is necessary to have cooperation, cooperation and coordination among all of them. The success of the objectives of the establishment can be achieved only through the coordination and team access of the personnel and officers of the organization.

3. *Direction* - Direction work is very effective in human resource (personnel management). In spite of good planning and organization, it is difficult even if proper guidance is not found for achieving the goal. Implementation takes place only through guidance. With the help of this, the reagents are stimulated to achieve maximum utilization of its potential and the establishment achieves the goals easily.

4. *Controlling*: Maintenance control is very important in human resource management. There should be uniformity in planning, format and direction of the organization. This symmetry can only be achieved by controlling them. This control can be the task of maintaining control in the organization by auditing, organizing training, increasing moral strength in human resources and other legislative measures.

(2) Functional work -

The second part of the management work of human resources has been accepted as its functional management function. This functional managerial can also be seen as follows: -

1. *Employment*: To achieve human resource in accordance with employment in the functional form of management work of human resource which is to be fixed by job analysis, planning of human resources, recruitment, selection and their mobility, stabilizing human resource participation in the establishment. Thus, the responsibility of assigning human resources in accordance with the challenges of work.

2. *Human Resource Development* - In order to develop human resource for present work and future work, it is necessary to bring about legislative changes in its skill development, knowledge, creative talent, aptitude, values and dedication, and this task of human resource management itself is. Under this, human achievement evaluation, its training, managerial development, organizing personal development of the agent, looking at the future in the

upward and horizontal dimension of the organization, its transfer, promotion and demotion. Under this, the employer also sorts out the incapacitated person to get talent and in the event of imbalance in the organization, organizational development and human resource development using behavioral sciences in the organization.

3. *Indemnity* - Compensation benefit is to be given to the managerial responsibility of human resources. This is the process by which adequate and appropriate rewards are made available to human resources. Under this, work evaluation is provided for wage and salary administration, parental money, bonus, canteen, traffic facilities, recreational facilities, maternity welfare facilities, provident fund, pension and social security and grace funds.

4. *Human Relations* - It is also the responsibility of the manager to build legislative relationships between the various units of the organization and individuals working in units of special importance within human resource management. In this way, an effort is made to create mutual trust between labor organizations and managers, with a view to building a good relationship in an agent and in management. Human resource policies, programs, employment, training, compensation facilities etc. programs work in the direction of forging a legislative relationship in human resources and management and thus their personality development, learning skills, interpersonal relationships and Work is done in the direction of establishment of human relations from intergroup relations. Apart from this, reagents are also worked towards building motivational services and their moral force for establishing relationships. Communication skills development, leadership development, speedy redressal prevention, use of communication machinery, discipline proceedings, counseling services, comfortable working conditions, development of work culture and other facilities.

5. *Industrial Relations* - Under this, only the relationship between the employer and the employer, found between the government and labor unions, is considered as industrial relations. It is under this that the Indian labor market, the role of labor organizations, collective bargaining, industrial duality, labor participation in management and qualitiveness of the circle are studied.

6. *Modern trend of human resource management* - Today human resource as a professional discipline is on the path of progress changing its form at a rapid pace. Today the properties of work life, overall quality of human resource, its accounting, testing, research and modern techniques of human resource management are studied under it.

Objectives

Human resources aim to achieve the goals of the organization. These goals vary from time to time and environment. Although the goal of most organizations is to achieve maximum benefits in development and establishment in the reagents, today its organization, government policies and social justice and role in creating democratic system has also been accepted as a subsistence goal. Human resources management is also accepted in some schools in terms of social organizational, functional objectives and personal objectives.

In 'Bipro' the objective is assumed in the following forms: -

1. Man is considered as the most important asset for the organization.
2. Maintaining relationships in person and establishment with high standards and coordination.
3. To establish a deep relationship with the customer or consumer through reagents.
4. To provide and maintain leadership in human resource management.

RC Davis has considered the objectives of management in the following two ways: -

1. Basic purpose
2. secondary purpose

(1) *Basic purpose* -

Under the basic objectives, the human resources department provides assistance in the selection and appointment of suitable employees for the production, sales and finance departments. To fulfill the objectives of the organization, it creates such work organization in which it participates with maximum production with satisfaction to meet the challenges of work. This is a byproduct of the motivation of the agent. Therefore, in order to maintain the legislative motive in the reagents, he is given Mudrik Parrna and Amodrik Parrna. This is the reason that the wages, salaries, allowances and benefits of shareholders are increased in the reagents and at the same time they are honored for their good works, participation in enhancing the reputation of the organization, service and social responsibility.

(2) *Secondary purpose* -

The objective of the secondary objective is to achieve the price objectives efficiently and effectively at low cost. But this is possible only when the efficiency of the reagents is increased, the work is worship and the feeling of being developed. The tools should be used judiciously and instill in all employees the spirit of work. A sense of brotherhood should be developed among the employees. Attention should be given to their moral strength and environment of human relations and good discipline should be created in the establishment and proper motivation system and proper conveyance process should be used in the establishment to influence human behaviour.

Human Resource Manager Qualities

Managerial skill refers to the quality, understanding and efficiency through which the manager discharges his responsibilities easily and is successful in achieving the objectives of the organization. Thus under this, the following qualifications of the manager are considered, namely: -

1. Adequate educational qualification.
2. Information on labor relations.
3. Knowledge of business policies and management problems.
4. Knowledge of social sciences
5. Reliable behavior towards employees.
6. Creative Relations
7. Healthy personality
8. Harmonizer
9. Speech
10. Service
11. liberal minded
12. Being optimistic.

Due to the above qualities, the HR manager succeeds in fulfilling his roles with his management skills: -

1. *As a consultant* - To keep the problematic reagents happy and satisfied, the HR manager advises him or her as a consultant and with friendly counselling helps him in getting rid of the problem.

2. *As an intermediary* - HR manager also plays a role as an intermediary between reagents - service providers and higher managers. While assisting the highly placed officials in policy making and decision making in terms of the demands, requirements and capabilities of the agents, by reaching out to the top officials, on the other hand, by giving information to the employees about the expectations and demands of the administration, the objectives of the organization It also provides inspiration for them. Thus he acts as a bridge between these two.

3. *As Expert* - Human Resource Manager also performs his role as an expert in any establishment. It is the manager who, with his specific knowledge, has the most importance for the overall organization. Coordination among the various units of the overall organization provides support and motivation in creating fraternity and maintaining moral strength. Not only that, it provides support resources, change factors and expert services as a controller. Many scholars have expressed their different views regarding the responsibility of the Human Resource Manager, but the views of two famous scholars have been accepted most validly, whose views are in the following form: -

1. According to P. P. Brown -

1. To assist in the determination and implementation of personnel policies, methods and programs.

2. To identify and plan the need of manpower in the managerial field.

3. To advise officers and supervisors in solving and solving all problems related to human resources.

4. To evaluate and verify the administration related programs.

5. To consider the appropriateness of the wages / salaries of the workers and to provide necessary counseling to the Employer and higher officials.

6. Assessment of employment conditions and also focus on voluntary retirement.

7. To have complete knowledge of the organization and to assist as required.

8. Research work should also be done for the development of the department so that the organization can be strengthened in the light of new knowledge gained.

2. According to George Dwight Heinen - The responsibility of the Human Resource Development Manager is considered as follows: -

1. Appoint skilled reagents for organization according to work.

2. To obtain competent personnel in accordance with the challenges of work in the appointment.

3. To facilitate training for reagents.

4. Pay attention to salary administration.

5. To pay attention to physical and financial means.

6. Liability as a consultant.

7. To assume security related liability.

8. Keeping an eye on cost-expenditure control.

9. Departmental drafting so that all human resource related information can be given and new programs can be organized in its light.

Conclusion

The scholars of human resource management are trying to see it as a people and community relationship. It is worth considering that though it may be known by various names, but considering their field of work, the emphasis is on the development of human resources and maximum production and profit. Capital, labour, organization and courage are the key in the construction and development of any establishment and among them, labour or manpower is the most important. It is manpower that gives energy to capital, organization and entrepreneurs.

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