**A CONCEPTUAL DISCUSSION ON HUMAN RESOURCES AND THEIR MANAGEMENT**

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**ABSTRACT**

Humans are the greatest resources in the nation. In general, the management of workers working in factories and offices is called human resource management. In other words, the part of management which deals with the administration of human resources working in the organization is known as human resource management. Human resource management is the collection of these various tasks related to the labor force and human elements working in the organization. These workers are the only elements that are used directly or indirectly in-service work and productive work and on them the progress and decline of the organization largely depends. Currently Personnel Managers were formerly known as Welfare Secretaries. Since the 1950s, the United States has renamed personnel management and introduced human resource management to refer to human resources at all levels of an organization. The sum total of all activities related to the human element of the organization is collectively called human resource management. Development of industrial relations, determination of wages and salaries, above all their development and maintenance is the main responsibility of human resource management. One of the main tasks of human resource management is to develop a well-developed and efficient workforce. Human resource management collects skilled and experienced workers for the organization and assigns them to work according to their skills. Enhances the skills of unskilled and inexperienced workers by giving them appropriate training. As a result, it is possible for them to achieve their desired goals very easily. In modern times, due to the invention of new types of machinery and techniques, the importance of labor workers is no less. The main reason for this is that the worker is the only component of production that coordinates the other components to get the job done properly. Other materials, however good, have no functional value other than workers. At present, with the increase in the size and complexity of business organizations, various complications have arisen in the effective use of manpower. Human resource management strives to increase production and improve service quality by making maximum use of human resources through the proper application of its specialized knowledge, work skills and departmental norms.

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**INTRODUCTION TO HUMAN RESOURCES**

Peoples are the greatest resources in the nation. The boundary of nature is meaningful if it useful to the man. The term "human resource” was first coined by John R. Commons, an American institutional economist, in his book "The Distribution of Wealth", published in 1893. The word human resource (HR) is very important in the industry or business field or in economy. It is the part of an organization responsible for the management of life cycle of employees (e.g. finding, , recruiting, screening, training as well as providing employees benefits). Like all other resources, human resources are not equally distributed throughout the world because it is depends on human education level, age, sex etc. The pattern of distribution is extremely uneven. Some area are more crowded (i.e south Asia, Europe) and some are very less crowded ( i.e high altitude region). The distribution and density of the population are determined by different factors like topography, climate, economy, culture and so on.

The composition of population is very important to determine how many male and female are present, how much they are educated and their employment status and economic levels, their health status are all included. An interesting way for the measurement of population composition in a country is the development of pyramid also called age- sex pyramid.

Since the middle of the 20th century many companies have been developed that started an out source of some traditional administrative and transactional HRs tasks. This will intern helps the HR department to strong the business. HRs department must follow the following principles in a business field:

1. Managing and using the people more effectively.

2. HR departments must set up effective employee compensation, benefits, and terminations.

3. Providing suitable environment to encourage innovation, creativity, and flexibility and enhance competitiveness.

4. Scientific design, succession planning, career development, and interorganizational mobility.

5. Management of implementation and integration technology through the improving staff, training, and communication with employees.

6. Developing competencies that enhance the individual and organizational performance to increase the production.

**HUMAN RESOURCE MANAGEMENT**

One of the most important and used parts of universal basic management is resource management. In general, the management of workers in industrial factories and offices is called human resource management. In other words, the part of management which deals with the administration of human resources working in the organization is known as human resource management. The complete form of human resource management that we see today was not created in a day. It is basically a product of 20th century thinking. Human resource management in the process of development and evolution of management is actually a new chapter. Human resource management is considered as a sum total personnel management. It is the integrated aspect of all activities involving human resources at all levels of the organization. In the past, the manpower of the organization was considered as a common resource like any other resource. But now this idea has changed. Today manpower is considered as the most valuable and essential element of the organization. No organization can run without human resource management. Dear students today let us start the discussion on human resource management.

**DEFINITION OF HUMAN RESOURCE MANAGEMENT**

 In general, the management of workers working in factories and offices is called human resource management. In other words, the part of management that deals with the administration of human resources working in the organization is known as human resource management. Previously, human resource management was called as personnel management, labor management, personnel administration, industrial management etc. Productive industrial establishments or service providers (such as educational institutions, hospitals, clubs, associations, societies, NGOs, public-private offices, etc.) organizations carry out day-to-day operations of executive and labor recruitment and selection, recruitment, training, transfer, promotion, retirement, etc. to perform.

According to David A. Decenzo and Stephen P Robbins, "Human resource management consists of four functions (1) staffing (2) training and development (3) referrals and (4) retention of human resources.

**OBJECTIVES OF HUMAN RESOURCE MANAGEMENT**

The basic objective of human resource management is to achieve materially desired goals by making optimal use of the organization's material resources and working human resources. Human resource management collects skilled and experienced workers for the organization and assigns them to work according to their skills. Enhances the skills of unskilled and inexperienced workers by giving them appropriate training. As a result, it is possible for them to achieve their desired goals very easily. Human resource management aims to materially achieve the following objectives:

1. To make skilled manpower: Skilled manpower is valuable wealth for every organization. The more skilled the workforce of the organization is, the better its material activities. Therefore, the first and foremost objective of human resource management is to develop efficient manpower of the organization.

2. To ensure maximum use of resources: In addition to human resources, various types of material resources are used to perform daily tasks. If you can ensure the optimal use of all the materials used in production and service delivery, the quality of service will also improve as the production increases. Human resource management ensures the utilization of all resources of the organization including material.

3. To appoint appropriate person: It is another important objective of human resource management. There are different jobs in different departments of the organization. Not all jobs are of the same type and importance. Therefore, depending on the type and importance of the work, different workers have to be appointed. By this, all the wastages can be prevented and quality products can be produced in larger quantity.

5. Training: The organization needs to collect and select the required staff and train them to improve their work skills. Through training the employee can gain practical knowledge about the job. So, trained community building is another objective of human resource management.

5. Motivation: The effectiveness of human resource management is directly related with employees work so, by understanding the behavior and attitude of the employees, the level of motivation may be arranged. If you can send the correct message for the worker then the quality and speed of work would be increased.

6. Job analysis: Different types of jobs are performed in an organization. The purpose of personnel management is to allocate work according to the type, nature and characteristics of the work, assign the worker to work according to his choice and arrange remuneration accordingly.

7. Performance evaluation: An important objective of human resource management is performance evaluation. If the sanction structure is set accordingly by properly evaluating the work of the worker, the worker will be more attentive to the work. As a result, the organization has improved tremendously.

8. Development of human relations: There are various types of work in an organization and so different efficient staff to be set-up to perform these tasks. Among all the working staff, the human resource management department takes various steps to maintain good relationships.

9. Good working condition: Working environment for employees must be well to optimize the products.

10. To increase production: To increase production is one of the objectives of management. Effectiveness of employees can be increased by proper and systematic guidance and control of employees.

**FUNCTIONS OF HUMAN RESOURCE MANAGEMENT**

One of the main functions of human resource management is to create efficient and necessary manpower for the organization. To achieve this goal, it is necessary to recruit qualified and skilled workers, improve the skills of the workers through the organization and make arrangements to retain them through appropriate remuneration. Although there are differences in human resource management depending on the material situation of the organization, almost all organizations have to perform these tasks more or less. Since the main theme of management is the human element. Therefore, the work of human resource management around this human element can be divided into five parts. It is shown in the figure below:

Human resource management

Monitoring

Motivation & Empowerment

Maintenance

Training, Development & Utilization

Staffing

**A. Staffing**: The method or process through which arrangements are made to fill various posts in the organization is called staffing. Staffing is the filling of vacancies by recruiting, selecting and placing employees by identifying the employee requirements of the organization. Its scope of work is as follows-

1. Job analysis (Job analysis): The process in which the content of a specific post or job in the organization is known, is called job analysis. Recruitment and selection of employees, skills, qualifications and qualities etc. are known through job analysis. As a result, determining the right wage structure is easy.

2. Human resource planning: The process or method through which to determine the needs of manpower to implement the material plans of the organization and take all the measures to meet the needs. It is called Human Resource Planning. Through this, the organization gets all the preconceptions regarding the staff, so there is no difficulty in getting the right staff at the specified time.

3. Recruitment & Selection: The method through which to fill vacancies in the organization For which job candidates are lured to work, it is called recruitment. On the other hand, experiments and employing the most qualified people through screening is called staff selection.

4. Guidance & Placement: After appointing the workers, they have to be placed in the right place and instructed to start the work. In this case, by analyzing the qualifications, inclination towards work, interest trends, etc., suitable workers can be placed in suitable places.

**B. Training, development and utilization:**  The second important task of human resource management is to make the use of employees useful through training and development. At this stage

The tasks are as follows-

 1. Employee Induction & Socialization: Newly hired employees are unfamiliar with the material environment of the organization. So to adapt the employees to the new environment of the organization, acquaintance with the environment, norms, objectives and functions of the organization is required.

2. Training: The process or method through which employees are given work skills, behavior improvement and practical knowledge about work is called training. Through training the worker can adapt himself to any changes.

3. Development: Development is a method through which the professional skills of all the executives and employees working in the organization are increased. Efforts are made to widen their work efficiency, decision making ability, interpersonal skills etc. through various programs.

4. Career development: The employees are placed in the right job depending on their personal aptitude and inclination and are given an idea about all the facilities of the organization. As a result, the worker's career is improved.

**C. Motivation & Empowerment:** The third important task of human resource management is the motivation and appropriate empowerment of employees. At this stage, the important tasks of the organization are:

1. Work design and the organization's content structure is called work design.

Through this, the overall structural elements of the organization and their interrelationships are determined.

2. Motivation & Work Satisfaction: Giving suitable financial and other benefits as per the expectation of the employee is called motivation to work. The prospective worker is satisfied with the job as he gets proper work and remuneration. Satisfied employees have a positive attitude towards work.

3. Payment of salaries & wages and needs. Every worker wants proper remuneration for his labor. The function of human resource management is to arrange a standard salary and wages for the employees.

4. Employee Benefits: In addition to financial benefits, some other benefits are required for living. For example, festival allowance, bonus, medical, retirement allowance, provident fund, entertainment etc. are worth mentioning. Such various benefits increase the interest of the employees towards work.

5. Employee Commitment: Employees are materially committed to the organization if the employees are provided with facilities according to their needs and the material policies of the organization are fair and beautiful. It benefits both the employee and the organization.

**D. Maintenance:** According to the capacity of the organization, the employees should be retained by providing suitable facilities. For this, the tasks that human resource management does are:

1. Safety & Health: Ensuring safety and health care for all executives and employees working in the organization is an important task. The office has to be well arranged by placing the equipment in the organization as per rules. Maintaining a healthy environment inside the office, it is very important to take as many safety measures as possible, reduce risk, prevent accidents and have access to doctors and medicines.

2. Communication: As interpersonal relationships are developed through effective communication; interpersonal problems are created through ineffective communication. Therefore, it is necessary to create a good relationship in all areas by creating a proper and fair communication system.

3. Labor Management Relations: If the labor management relations of the organization improve, the production increases and the service quality also improve. If the labor management relationship is maintained well, it is necessary to understand the employee attitude, to ensure reasonable achievement as per their expectations.

4. Counselling: Workers are flesh and blood. Along with their body they have an element called mind - through which he thinks a lot. Therefore, along with physical fitness, mental fitness is also very important. Through counseling system employees can be motivated to perform by solving emotional problems.

5. Discipline: Discipline is important in every organization, big or small. It has to be maintained by creating a disciplined environment in every aspect of the organization. In reality, the more disciplined the organization is, the better the organization is.

**E. Monitoring:**  Monitoring is a system through which employees are advised when necessary and warned in special cases. Monitoring system is the last level function of human resource management. In this case the manager-

1. Check the type of work performed.

2. Gives feedback about work if necessary. and

3. Directed necessary action based on feedback.

**IMPORTANCE OF HUMAN RESOURCE MANAGEMENT**

Peoples are the greatest resources among all the objects in the nation because all destruction and creation are performed by human. Therefore, the management of human resource is very important ethics to us. The various significance of human resource management are discussed below:

1. Maximum use of human resource: The task is to properly utilize the employees working in the organization by taking various steps. Through manpower planning, management enables employees to achieve the desired goals of the organization because all the materials and spatial elements of production are inactive. The importance of human resource management department is very wide in this case as they become active by touching the human material or workers.

2. Maximum utilization of material resources: Apart from the human resources used in the organization, the best utilization of other material resources and materials can be ensured through management. If all the materials including machinery, furniture, raw materials are not used properly, the organization will suffer. Material by taking right action at right time, then it can increase production and improve service quality.

3. Developing working skills of workers: Human resource management takes various programs systematically to improve the working skills of workers. If the efficiency increases, the service quality of the organization increases as well as the production also increases. As a result, the organization is benefited in an overall way.

4. Preparing future development plan: The current era is referred as the mechanical era. Our surroundings are changing rapidly due to the advancement and development of technology. Therefore, human resource management takes various long-term plans for the organization to keep pace with the changing conditions and takes steps to implement them.

5. Recruiting appropriate personnel: The main reason for separating human resource management from all materialistic management is to recruit appropriate personnel for the organization. Human resource management undertakes various programs to recruit and select suitable personnel.

6. Co-ordination: One of the most important functions of human resource management is to coordinate between the various departments of the organization, the officers and employees at all levels of the organization and between the material and physical resources.

7. Job satisfaction: Human resource management takes various programs to improve the material work environment of the organization. That's why productivity is maintained among employees. As a result, labor turnover is reduced.

8. Developing the labor management relations: Developing the labor management relations is an important prerequisite for achieving institutional goals. If the relationship between the management and the workers is favorable, the objectives can be easily achieved by the workers.

9. Creating the high morale: Developing and maintaining the morale of workers is one of the main tasks of human resource management. To achieve this objective, various welfare measures have to be taken and this is also the function of human resources management.

10. Preparing the wages policy: Formulating a wage policy for employees is an important task of human resource management. Employees are satisfied when wages are paid according to expectations. As a result, labor turnover is reduced. Therefore, human resource management is the arrangement of determining and paying the right wages that makes the objective work.

11. Welfare activities: Employees are the life force of the organization. Personnel are all material to the organization and keeping the organization active and dynamic by making full use of spatial resources. So, for their satisfaction, various welfare programs are taken to eliminate them.

12. Overall development of the organization: Human resource management always alert about by properly managing and guiding the workers, so that they get maximum production and service from them. As a result, the company's income increases and its reputation increases.

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