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FUNDAMENTALS OF PERSONNEL MANAGEMENT : AN INTROSPECTION



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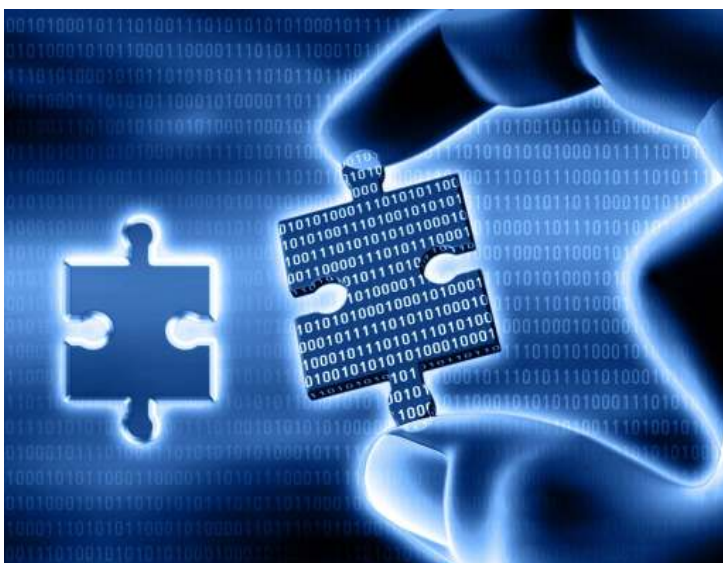
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ABSTRACT

Personnel Management is management function that helps managers recruit, select, train and develop members for an organization. Obviously, HRM is concerned with the people dimension in organization.

KEYWORDS : *Personnel Management ,management function ,organization.*



INTRODUCTION :

Specifically, the following constitute the core of PM:

1. Organizations are not mere bricks, machines or inventories. They are people.
2. HRM involves the applications of management functions and principles.
3. Decisions relating to employees must be integrated.
4. Decision made must influence the effectiveness of an organization
5. HRM functions are not confined to business established only .They are applicable to non business organization too

such as education, health care, recreation, and the like

2.0 SCOPE OF PERSONNEL MANAGEMENT:-

The scope of PM is indeed vast. Specifically, the activities included are HR planning, job analysis and design, recruitment and selection, orientation and placement, training and development, performance appraisal and job evaluation, employee and executive remuneration, motivation and communication, welfare safety and health, industrial relation and the like.

The scope of personnel manager include-

- Keeping records of the personnel.
- Welfare programme
- Recruitment of labour, selection and placement
- Public relation

- Training and Educational Programme
- Safety Inspection and control
- Analysis description and evaluation of work
- Personnel appraisal and development
- Compensation and scheme of appraisal work
- Labour relations

3.0 OBJECTIVES:-

The Social Objectives of PM seek to ensure that the organization becomes socially responsive while the Organizational objectives make sure that PM is not a standalone department but rather a means to assist the organization reach its primary objectives. Functional objectives remind the PM that it has only functional value and should not become too expensive at the cost of the organization it serves, while personal objectives assist employees in achieving their personal goals.

4.0 FUNCTIONS:-

4.1 Managerial Functions

- Planning
- Organising
- Directing
- Motivating
- Controlling

4.2 Operative Functions

- Procurement of personnel
- Development of personnel
- Compensation of personnel
- Integration
- Maintenance

5.0 PM POLICIES:-

A few personnel policies are-

- Policy of hiring people with Due respect to factors like reservation, Sex marital status, and the like.
- Policy on terms and conditions of employment- compensation policy and method, hours of work overtime , promotion, transfer, lay off and the like.
- Policy with regard to medical assistance- sickness benefits and company medical benefits.
- Policy regarding housing, transport, uniform, and allowances.
- Policy regarding training and development-need for methods of, and frequency of training and development.

6.0 PRINCIPLES:-

- Principle of scientific selection to select the right person for the right job
- Principle of individual development to offer full and equal opportunities to every employee to realize his/her full potential
- Principle of incentive to recognise and reward good performance.
- Principle of team spirit to promote co-operation and team spirit among employees.

- Principle of dignity of labour to treat every job and every job holder with dignity and respect.

7.0 JOBS AND CAREERS IN PERSONNEL MANAGEMENT:-

PM positions in organizations can be divided into three categories- HR specialist, HR manager, HR executive.

7.1 HR SPECIALIST:-

The HR specialist jobs are usually the entry-level position for an HRM career. Included would be such roles and interviewer, compensation analyst, benefits coordinator, job analyst, and trainer. In large firms they may be promotional opportunities within the specialized function.

Alternatively, an entry level specialist may work in consulting firm that provides HR services. In this case the specialist may do a title of everything.

7.2 HR MANAGER:-

The HR manager is a generalist who administers and co-ordinate programmes cutting across functional areas. The HR manager is usually a top –ranking person at a plant or facility and as such is expected to know about all areas of HRM . This is because the HR manager has to oversee the implementation of the HR policies at the facility and advise line managers on HR issues.

Yet another role for HR manager is to head functional activity at the corporate level. Typically, such firms have functional specialist at the corporate level who translate the firms corporate strategy into an HR policy and transmit this policy to all the divisions.

7.3 HREXECUTIVE:-

The top level HR executive, usually the vice-president of an organization, has the responsibility of linking the firms corporate policy and strategy with HRM. The HR executive is also expected to feed inputs into the organizational goals, especially if these goals affect or are affected by personnel activities.

8.0 CONCLUSION:-

PM is a management function that helps management plans, recruit, select, train, develop, remunerate and maintain members for an organisation. PM has four objectives, namely societal, organizational, functional, personal . An organization must have set policies, definite procedures and well defined principles relating to its personnel.

PM offers several career opportunities to the aspirants.

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