GOVERNMENT ARTS AND SCIENCE COLLEGE,

 PEARAVURANI (Affiliated to Bharathidasan university )

HUMAN RESOURCE MANAGEMENT ( 16CCBB13)

Author By

M.MANIKANDAN, M.B.A.,M.Phil.,MHRM.,Ph.D(doing)

Guest Lecturer,

Department of Business Administration



DEPARTMENT OF BUSINESS ADMINISTRATION

GOVERNMENT ARTS AND SCIENCE COLLEGE,

PEARAVURANI-614804

 THANJAVUR- DISTRICT

UNIT-I

1. Define HRM.

Ans. “ HRM” encompasses those activities that are designed to provide for an coordinate the human resources of an organization.

1. What are the functions of HRM ?

Ans : (i) Managerial function : A human resource manger perform the functions of planning, organizing, directing and controlling.

 (ii) Operative function : The operative functions of personnel management are related to specific activities of personnel management. Employment, development, compensation, and relations.

1. What are the various roles of human resource manger?

Ans: (i) Administrative roles : it includes policy formulation, implementation, housekeeping , legal compliance, etc..

 (ii) Operational Roles :- These roles are tactical in nature and include recruiting, training and developing employees, etc…

 (iii) Strategic Roles :- The strategic role of HR management focuses attention on how to enable ordinary employees to turn out extraordinary performance.

1. Mention some important objective of HRM.

Ans: To help achievement of organizational goals., To employ the skills and abilities of workforce efficiently , To provide the organization with well trained and well motivated employees, To develop and maintain a quality of work life.

1. Explain the scope of HRM

Ans : The scope of HRM is indeed vast. All major activities in the working life of worker, from the time of his of her entry into an organization until he or she leaves come under the purview of HRM.

UNIT-II

1. Define Human Resource Planning.

Ans : Human Resource Planning or manpower planning is essentially the process of getting the right number of qualifies people into the right job at the right time.

1. Mention important features of Human Resource planning.

Ans : Well defined objectives, Determining personnel needs, Having manpower inventor, Adjusting demand and supply, Creating proper work, Development of policies, Complementary to organization planning, Dynamic activity.

1. What are the process of Human Resource planning?

Ans: Environmental scanning, Organizational objectives and policies, HR demand forecast, HR supply forecast, HR programming, HRP implementation, Control and evaluation.

1. What are the importances of Recruitment?

Ans : Determines the present and future requirements, Creates and increase the applicants pool, It establishes link, Increases the success rate of selection, Reduce the probability, Increases and evaluates effectiveness.

1. What do you mean by placement?

Ans : After an employee has been hired and oriented he or she must be placed in his/her right job. Placement is understood as the allocation of people to jobs. It is the assignment or re-assignment of an employee to a new or different job.

UNIT- III

1. What is training ?

Ans : “ Training is a process which enables the trainees to achieve the goals and objectives of their organizations”.

1. Explain about the on the job training.

Ans : An employees is placed a new job and is told how its is to be performed. It aimes at developing skills and habits consistent with the existing practices of an organization and by orienting him to his immediate problems. Coaching and instructing is done by skilled workers, by supervisors or by special training instructors. A variety of training aids and techniques are used such as procedure charts, lecture, sample problems, demonstrations, oral and written explanation.etc…

1. Mention any two types of promotion.

Ans : (i) Horizontal promotion : This types of promotion involves an increase in responsibility and pay with the change in the designation. However, the job classification remains the same.

 (ii) Vertical Promotion : In vertical promotion there is a change in the status, responsibilities, job classification and pay.

1. Define Career planning.

Ans : “ Career planning “ is the process of enhancing an employee’s future value”. Career planning is the systematic process by which one selects career goals and the path to these goals. It involves designing an organizational system of career movement and growth opportunities for employees from the employment stage to the retirement stage.

1. What do you mean by Executive development?

Ans : Executive or management development consists of all the activities by which executives learn to improve their behavior and performance. It is designed to improve the effectiveness of managers in their present jobs and to prepare them for higher jobs in future.

**UNIT- IV**

1. Define the term Real wage.

Ans : The term real wages refers to wages that have been adjusted for inflation. Real wages are generally taken to be money wages adjusted for variations in the value of money.

 Wn

 Wr=-------

 Pg

 Where, Wr= Real wages,

 Wn= Nominal or money wages

 Pg= The general price level.

1. Discuss the term accelerating premium system.

Ans : These are the systems which provide for a guaranteed minimum wage for output below standard. For low and average increase in output above the standard, small increment in earning are allowed. Increasingly large earning and conceded for above average output, the increment being different for each 1% increase in output. Very significant increases in earnings are given for really high output.

1. What is ESOP?

Ans : An ESOP is a defined contribution employee benefit plan that allows employees to become owners of stock in the company they work for. It is equity based deferred compensation plan. Its an alternative to selling the company to outside investors or to another company is to sell the company to its employees. This can be done through the creation of the employee stock ownership plan (ESOP) and the sale of the company to it.

1. What do you understand by the term profit sharing plans?

Ans:- “Profit sharing is an agreement freely entered into by which the employees receive a share, fixed in advance of the profits”. Profit sharing refers to various plans introduced by businesses that provide direct or indirect payments to employees that depends on company’s profitability in addition to employees regular salary and bonuses.

1. Mention the two disadvantages of enterprise incentive plan.

Ans: (i) Employees may be at considerable Risk : Under profit sharing or ESOP plans workers financial well being may be threatened.

 (ii) Limited Effect on Productivity: Because the connection between individual goal achievement and firm performance is small and difficult to measure, corporate-wide programs and not likely to improve productivity.

**UNIT- V**

1. What is Motivation?

Ans : Motivation may be defined as the process of stimulating people to action to accomplish desired goals.

 Motivation is the willingness to exert high levels of effort toward organizational goals, conditioned by the effort and ability to satisfy some individual need.

1. Define the term Grievance.

Ans: “Grievance “ can be defined as any discontent or dissatisfaction with any aspect of the organization. Complaints affecting one or more individual workers in respect of wage payment, overtime , leave, transfer, promotion seniority, work assignment and discharge constitute grievances.

1. Mention two causes of indiscipline.

Ans: (i) Unfair Treatment : Unfair treatment leads to the exploitation of employees. When an organization indulges in unfair practices in areas such as compensation fixation, promotion, determination and work allotment causes indiscipline among employees.

 (ii) Ineffective HR Policies and Practices : An effective and dynamic HR Policy can help the management in avoiding employee grievance and extension, reduce the changes of employee misconduct.

1. What do you mean by performance Appraisal?

Ans “: “ Performance Appraisal “ is a system of review and evaluation of an individual performance. A method of evaluating the behavior of employees in the work spot, normally including both the quantitative and qualitative aspects of the job performance.

1. How do you motivate employees?

Ans : (i) Job Enlargement : doing more work of a similar nature of work already do.

 (ii) Job Rotation : Employees to change the nature of their job periodically.

 (iii) Job Enrichment : One can enrich employees job by expanding their tasks to

 give a higher level of responsibility in the nature of work they do.

 (iv) Job Re-design : Combining tasks, Forming natural work groups, Establishing

 Client relationships.

 (v) Modified work Schedules : Work share programmes, Flextime programme and

 alternative workplace strategies, Telecommuting and virtual offices.

 (vi) Others: Positive reinforcement, Effective discipline Treating people fairly,

 Satisfying employees, Setting work related goals, Re-structuring job.