

International Multidisciplinary Research Journal

Golden Research Thoughts

Chief Editor
Dr.Tukaram Narayan Shinde

Publisher
Mrs.Laxmi Ashok Yakkaldevi

Associate Editor
Dr.Rajani Dalvi

Honorary
Mr.Ashok Yakkaldevi

Welcome to GRT

RNI MAHMUL/2011/38595

ISSN No.2231-5063

Golden Research Thoughts Journal is a multidisciplinary research journal, published monthly in English, Hindi & Marathi Language. All research papers submitted to the journal will be double - blind peer reviewed referred by members of the editorial board. Readers will include investigator in universities, research institutes government and industry with research interest in the general subjects.

International Advisory Board

Flávio de São Pedro Filho
Federal University of Rondonia, Brazil

Mohammad Hailat
Dept. of Mathematical Sciences,
University of South Carolina Aiken

Hasan Baktir
English Language and Literature
Department, Kayseri

Kamani Perera
Regional Center For Strategic Studies, Sri
Lanka

Abdullah Sabbagh
Engineering Studies, Sydney

Ghayoor Abbas Chotana
Dept of Chemistry, Lahore University of
Management Sciences[PK]

Janaki Sinnasamy
Librarian, University of Malaya

Ecaterina Patrascu
Spiru Haret University, Bucharest

Anna Maria Constantinovici
AL. I. Cuza University, Romania

Romona Mihaila
Spiru Haret University, Romania

Loredana Bosca
Spiru Haret University, Romania

Ilie Pintea,
Spiru Haret University, Romania

Delia Serbescu
Spiru Haret University, Bucharest,
Romania

Fabricio Moraes de Almeida
Federal University of Rondonia, Brazil

Xiaohua Yang
PhD, USA

Anurag Misra
DBS College, Kanpur

George - Calin SERITAN
Faculty of Philosophy and Socio-Political
Sciences Al. I. Cuza University, Iasi

.....More

Titus PopPhD, Partium Christian
University, Oradea, Romania

Editorial Board

Pratap Vyamktrao Naikwade
ASP College Devruk, Ratnagiri, MS India Ex - VC. Solapur University, Solapur

Rajendra Shendge
Director, B.C.U.D. Solapur University,
Solapur

R. R. Patil
Head Geology Department Solapur
University, Solapur

N.S. Dhaygude
Ex. Prin. Dayanand College, Solapur

R. R. Yalikar
Director Management Institute, Solapur

Rama Bhosale
Prin. and Jt. Director Higher Education,
Panvel

Narendra Kadu
Jt. Director Higher Education, Pune

Umesh Rajderkar
Head Humanities & Social Science
YCMOU, Nashik

Salve R. N.
Department of Sociology, Shivaji
University, Kolhapur

K. M. Bhandarkar
Praful Patel College of Education, Gondia

S. R. Pandya
Head Education Dept. Mumbai University,
Mumbai

Govind P. Shinde
Bharati Vidyapeeth School of Distance
Education Center, Navi Mumbai

G. P. Patankar
S. D. M. Degree College, Honavar, Karnataka

Alka Darshan Shrivastava
Shaskiya Snatkottar Mahavidyalaya, Dhar

Chakane Sanjay Dnyaneshwar
Arts, Science & Commerce College,
Indapur, Pune

Maj. S. Bakhtiar Choudhary
Director, Hyderabad AP India.

Rahul Shriram Sudke
Devi Ahilya Vishwavidyalaya, Indore

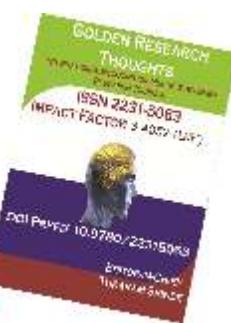
Awadhesh Kumar Shirotriya
Secretary, Play India Play, Meerut (U.P.)

S. Parvathi Devi
Ph.D.-University of Allahabad

S. KANNAN
Annamalai University, TN



FUNDAMENTALS OF PERSONNEL MANAGEMENT : AN INTROSPECTION



Mohite R.P.¹ , Anantkawlas T.V² and Pawar D.B.³

¹Prof.Mrs.Mohite R.P., Department of Commerce,D.P.Bhosale College,
Koregaon,District Satara,(M.S.)

²Head and Assistant Professor,,Department of commerce,D.P.Bhosale College,
Koregaon,District Satara,(M.S.)

³Head and Associate Professor,Department of Economics, D.P.Bhosale College,
Koregaon,District Satara,(M.S.)

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 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 Organisational 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 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.

FUNDAMENTALS OF PERSONNEL MANAGEMENT :AN INTROSPECTION

- 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 there may be promotional opportunities within the specialized function.

Alternatively, an entry level specialist may work in a 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-ordinates 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 firm's corporate strategy into an HR policy and transmit this policy to all the divisions.

7.3 HR EXECUTIVE:-

The top level HR executive, usually the vice-president of an organization, has the responsibility of linking the firm's 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 organization. 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.

REFERENCES:

- 1.Human resource management-k.Aswathappa Tata McGraw-Hill Publishing Company Limited ,New Delhi
- 2.Human resource management-R.K. Nair A.K. Banerjee,V.K. Agarwal Pragati Prakashan, Meerut
- 3.Dynamics of personnel management in India- Agarwal, R.D.Tata McGraw-hill publishing co.
- 4.Dynamics of Industrial Relations in India,Tata McGraw-hill publishing

Publish Research Article

International Level Multidisciplinary Research Journal

For All Subjects

Dear Sir/Mam,

We invite unpublished Research Paper,Summary of Research Project, Theses, Books and Book Review for publication, you will be pleased to know that our journals are

Associated and Indexed, India

- ★ International Scientific Journal Consortium
- ★ OPEN J-GATE

Associated and Indexed, USA

- EBSCO
- Index Copernicus
- Publication Index
- Academic Journal Database
- Contemporary Research Index
- Academic Paper Database
- Digital Journals Database
- Current Index to Scholarly Journals
- Elite Scientific Journal Archive
- Directory Of Academic Resources
- Scholar Journal Index
- Recent Science Index
- Scientific Resources Database
- Directory Of Research Journal Indexing

Golden Research Thoughts
258/34 Raviwar Peth Solapur-413005, Maharashtra
Contact-9595359435
E-Mail-ayisrj@yahoo.in/ayisrj2011@gmail.com
Website : www.aygrt.isrj.org