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**SUBMITTED TO: SIR SHAZEB ANWAR**

**SUBJECT: HUMAN RESOURCE MANAGEMENT**

**DATE :**

 **BBA 4TH SEMESTER**

**QUESTION 1: HUMAN RESOURCE MANGEMENT:**

It is the process of acquiring, training, appraising, and compensating employees, and of attending to their labor relations, health and safety, and fairness concerns. HRM is designed to maximize the employees performance so accompany can effectively run and smoothly accomplish the goals.

**IMPORATNCE OF HRM FOR MANAGER**: As managers are responsible for all the ongoing activities inside organization, that’s why it is duty of managers to hire those people who are perfect for the job to run the company effectively and efficiently, if not so, the company can achieve its goals and objectives.

* If a manger failed to hire the right person for the job, the task that he is going to complete would be difficult to accomplish.
* A manger should know what are the demands of employees, if he failed to fulfill it , rate of turnover will increases and loss experienced and trained employees could bring a severe damage to company.
* In order to bring maximum output from employees, manager should know how to motivate them thru HRM.
* In order to save the time and money, manager should know which candidate is best suited with required job.
* HRM is very necessary during interviewing candidates, because right person for the right job at right time is the need of a company.
* In order to bring efficiency in work a manager should know which kinnda training is best suiting with employee requirement so he can be train ina short interval.
* If a company is not performing well in production, then there must be fault in crew who are not putting their best in work, or not aware of their task, in this case manager should know which person is best for particular job.

**QUESTION 2: OPERANT FUNCTION OF HRM:** It is related to specific activities of personnel management viz, employment, development, compensation and relations. All these functions are interacted by managerial functions.

* **RECRUIMENT/ HIRING:** Hiring is a process which brings pool of prospective candidates who can help organization achieve their goals and allows managements to select right candidates from the given pool.
* **SELECTION:** It is the process of ascertaining and qualifications, experience, skills, knowledge etc, with a view of appraising suitability to a job appraising. It includes following functions

Farming and developing applications blanks

Creating and developing valid and reliable testing techniques.

Checking of references

Sending letters of appointment and rejection.

* **JOB ANALYSIS AND DESIGN:** Describing nature of the job like qualification, skill, and work experience required for specific job position is another important operative task. Whereas, **job design** includes outlining tasks, duties and responsibilities into a single work unit to achieve certain goal.
* **PERFORMANCE APPRAISAL:** Checking and analyzing employee performance is another important function that human resource management has to perform.
* **TARINING AND DEVELOPMENT:** This function allows employees to acquire new skills and knowledge to perform their job effectively. Training and development also prepares employees for higher level responsibilities.
* **SALARY ADMINISTRATION:** Human Resource Department also determines pays for different job types and includes compensations, incentives, bonus, benefits etc. related with a job function.
* **EMPLOYEE WELFARE:** This function takes care of numerous services, benefits and facilities provided to an employee for their well-being.
* **MAINTENANCE:** Minimizing employee turnover and sustaining best performing employees within the organization is the key.
* **LABOR RELATION:** Labor relation is regards to the workforce who work within a trade union. Employees in such domain form a union/group to voice their decisions affectively to the higher management.

**QUESTION 3:**

**HEALTH AMD SAFETY:** Health is one of the most ethical views in HRM. It is the responsibility of a company that provides health insurance to employees’ sp that employees feel comfortable in work place. In case of any big accident with an employee a company must take all responsibilities regarding the health of an employee. If employee doesn’t feel comfortable regarding health, rate turnover increase in company. A company who cares about the skilled employees will not take risk but not providing health facilities. **Safety** is another requirement for the employees that a company should provide during working hour.

**EG:** if an employee is working with bare hands, then it is responsibility of company to provide safety measure such as gloves, helmet, glasses etc.

**PRIVACY ISSUE :** Every employee in company has personal boundary which he demand should not be cross but protected. The employee wants the organization to protect his/her identity. It could be related to religion, politics or social beliefs. By exposing such things it could damage the employee performance and might think about leaving the organization.