

Course: HRM
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Major Assignment
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Q no 1:-

Ans 1:-Human resource management deals with every type of issues. HR professionals should share their expertise with other managers, so they can effectively deal with some of their own staff problems.

- 1- Hire the wrong person for the job.
- 2- Experience high turnover.
- 3- Have your people not doing their best.
- 4- Waste time with useless interviews.
- 5- Have your company take to court because of discriminatory actions.
- 6- Have some employee think their salaries are unfair and inequitable relative to others in the organization.
- 7- Commit any unfair labor practices.
- 8- Finding your people not doing their best.
- 9- Follow the safety rules while you are working.
- 10- The transport company did not allow their driver for rest regularly so they will done accident.

One can do everything right as a manager lay brilliant plans, draw clear organization charts and sophisticated accounting controls but still fail, by hiring the right people or by not motivating their subordinates. While many managers, supervisors and governors have been successful even with inadequate plans. They were successful because they had the power of hiring the right people for the right jobs and motivate them also.

Q no 2:-

Ans 2:-operative function:-

Some of the operative function is defined below.

1- Recruitment/hiring:-

To hire and fire the employee who can help the organization to achieve their goals and allows management to select right person for right time.

2-job analysis and design:-

Describing the nature of the job like qualification, skill and work experience for specific job position. if you need PhD scholar but he has no experience in teaching but you hire him so how he teach the class. He should have the presentation skill for teaching.

3-performance appraisal:-

The analyzing employee performance is another important function that HRM has to perform and appreciate their employees accordingly.

4-training and development:-

This function prepares the employee for higher responsibility; acquire new skills and knowledge to perform their job effectively.

5-salary administration:-

HRM department also determines pays for different job types and include compensation, incentives and bonus etc. related to a job function.

6-employee welfare:-

This function takes care of their employee services, benefits and facilities provided. They give packages of Ramadan and also give car and petrol for their employee.

7-maintenance:-

The organization should minimize their employee turnover because it effects the image of organization badly.

8-labor relations:-

To maintain the good relations with the labor because it regards to the workforce who work within a trade union. When employees work in the form a union. their decision in organization affectively to the higher management.

9-personal research:-

Research is a vital part of HRM. It is performed to keep check on employee opinion about wages, promotions, welfare activities and leadership it is the key issues.

10-personal record:-

HRM has the record of each employee in their system and update their software. If someone salary increase but their software are not updated it will face the problems.

Q no 3:-

Ans3:-

Health:-

Health risk at the workplace, such as heat, noise, dust, hazardous chemicals, unsafe machines and psychological stress which effect the employee health. When employee is healthy he will do their best and it will improve your business. But now a days the every organization should need to take care of their employees' health and provide them a mask and gloves.

Safety:-

A safe and healthy workplace not only protects workers from injury and illness, it can also lower injury, it can also reduce the turnover and increase in productivity and quality.in other words safety is good for business.

1-clean and organize your workspace.

2-be alert and awake on the job.

3-ensure a clear and easy route to emergency exits and equipment.

Security:-

It refers to protecting facilities and equipment from unauthorized access and protecting employees while they are on work. Security is one of the most vital aspects that a person looks in work place before joining the company. It is the duty of the firm to provide a secure workplace to their employee.