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Faculty of vocational courses

(B.B.A, B.COM and BCA)

D. K. College, Dumraon

Subject- Human Resources Management
Unit - 01

Topic - Scope of Human Resource Management
Personnel Mgmt

The scope of personnel management has changed considerably in the last decade. The name personnel management has changed from personnel management to human resource management. It is not only the change in the name but the activities under consideration have also broadened. It is not only limited to the procurement and taking work from the employee but it has a broad connotation and function starting from man-power planning, recruitment, selection, training and development, developing human relation, compensating and doing other functions.

According to Strauss and Sayles, the scope of personnel manager include:-

- ① Keeping records of the personnel.
- ② welfare programmes.
- ③ Recruitment of labour, selection and placement.
- ④ Public relations

- ⑤ Training and educational programmes.
- ⑥ Safety inspection and control.
- ⑦ Analysis, description and evaluation of work.
- ⑧ Personnel appraisal and development.
- ⑨ Compensation and schemes of appraisal work and
- ⑩ Labour relations.

Indian Institute of Management has included the following functions:-

- ① Amicable settlement of the industrial disputes and maintenance of good industrial relation.
- ② Labour requirement selection, test and their best utilisation.
- ③ Condition of working, remuneration system, management of working conditions and labour services and convenience.