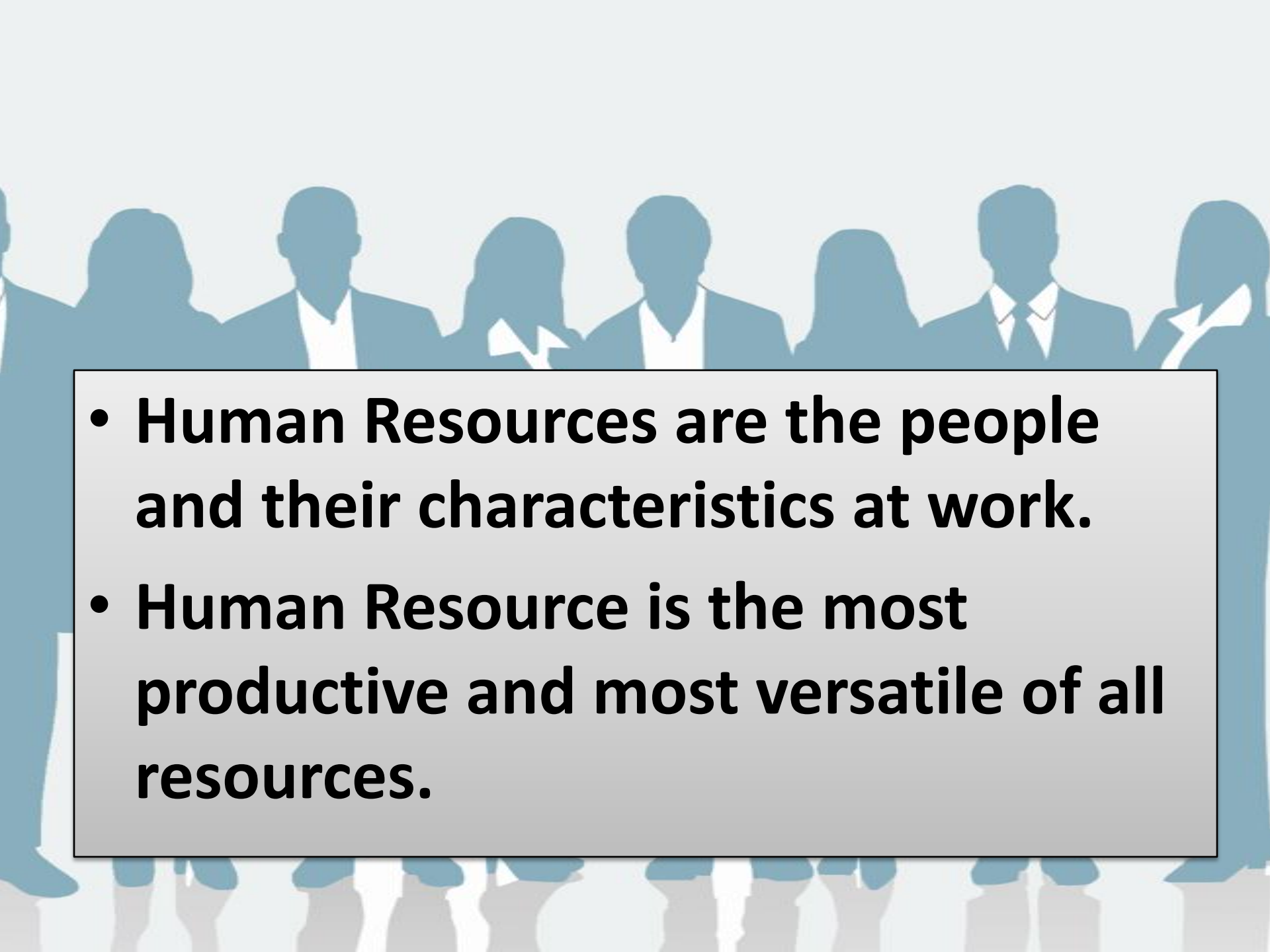


A background image showing a row of silhouettes of business professionals in various poses, including talking on a phone and holding documents, set against a light blue gradient.


# Human Resource Management

TYBCOM  
Subject : Commerce VI

Ms. Dhvani Rathod

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- A row of blue silhouettes of business professionals, including men in suits and women in blouses, standing against a light blue background. The silhouettes are positioned at the top and bottom of the slide, framing the central text box.
- **Human Resources are the people and their characteristics at work.**
  - **Human Resource is the most productive and most versatile of all resources.**

- **Human Resource Management deals with different aspects of human resource employed in an organisation.**
- **According to National Institute of Personnel Management Of India, “ Human Resource Management is that part of management concerned with people at work and with their relationships within the organisation. It seeks to bring together men and women who make up an enterprise, enabling each to make his own best contribution to its success both as an individual and as a member of a working group.”**

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- A row of seven blue silhouettes of business professionals, including men and women in suits, standing against a light blue background. The silhouettes are positioned at the top of the slide, above a text box.
- **Human Resource Development (HRD) means planning and execution of training and management development programmes for employees in order to develop new skills and qualities required for higher level jobs.**

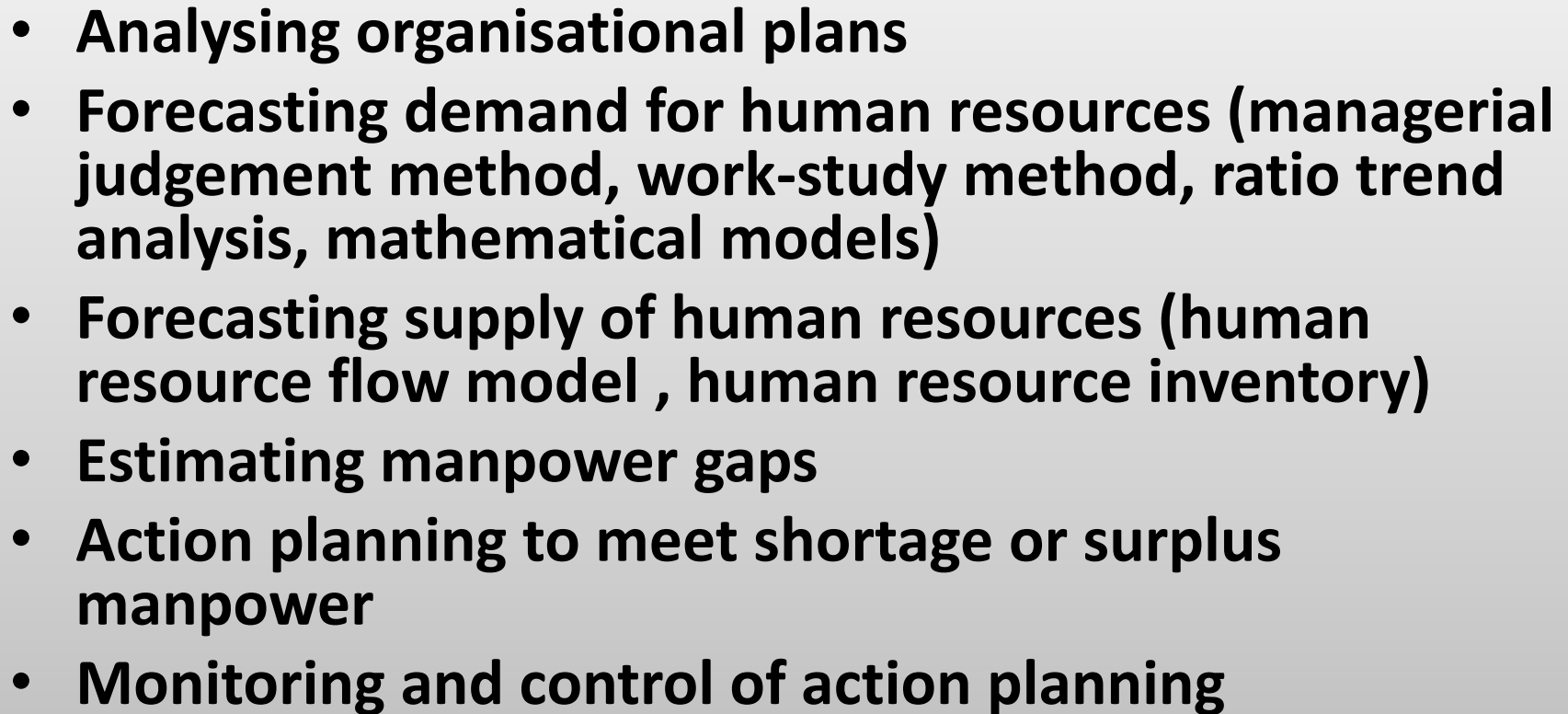
# Human Resource Planning (HRP)

- **A process of estimating/identifying manpower requirements of an organisation in terms of quality and quantity for undertaking organisational steps for meeting such manpower requirements.**
- **Coleman has defined personnel planning as , “the process of determining manpower requirements and the means for meeting those requirements in order to carry out the integrated plan of the organisation.”**

# Features of HRP

- **Integral part of corporate planning**
- **Facilitates control of manpower cost**
- **Facilitates effective manpower management**
- **Brings equilibrium between demand and supply of manpower**
- **Promotes manpower development**
- **Optimum use of human resource**
- **Prevents sudden disruption**

# HRP Process

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- A row of blue silhouettes of business professionals in various poses, including talking on a phone and holding documents, positioned behind the text box.
- **Analysing organisational plans**
  - **Forecasting demand for human resources (managerial judgement method, work-study method, ratio trend analysis, mathematical models)**
  - **Forecasting supply of human resources (human resource flow model , human resource inventory)**
  - **Estimating manpower gaps**
  - **Action planning to meet shortage or surplus manpower**
  - **Monitoring and control of action planning**