



Adiwasi Deomogra Education Society's

D. P. Gavit Ayurved College and Hospital

At Pathrai, Post Dhamdai, Tal. Dist. Nandurbar-425412

Policy Document Human resource council 2024-25

1. Human resource planning
2. Career planning
3. Recruitment and selection
4. Performance management
5. Learning and development
6. Rewards and recognition
7. Benefits and compensation
8. Information sharing
9. Policy formulation
10. Health and safety
11. Personal well-being
12. Teachers and employee engagement
13. Compliance
14. Administrative responsibilities

Let's go through the functions of Human resource management one by one for better understanding.

1. Human Resources Planning

The primary function of human resource management is to recognize the institution's future needs. What kind of people does the institution require, and how many? Understanding this will influence executive recruitment, selection, execution, learning and development, and all other HRM functions.

2. Career Planning

Career planning, counselling and staff development are among the most essential functions of human resource management. Educating your teachers and employees on aligning their goals with the institution's will help engage and retain them.

3. Recruitment and Selection

The other essential function of the Human resource management department is recruitment. While HR works in various areas such as teachers and employee engagement, teachers and employee development, statutory compliance, data management, and different others, one of the most critical areas of focus for HR is attracting, selecting, and onboarding suitable candidates for the organisation. As a result, it is vital to have a robust recruitment and selection process

4. Performance Management

Performance management is an essential function of human resource management. It creates an environment where teachers and employees are encouraged to give their best effort and produce high-quality work.

The role of performance management in human resource management is enormous and crucial in the current business environment.

5. Learning and Development

6. Rewards and Recognition

Rewards and recognition play an essential role in the functions of Human resource management. Creating a vibrant corporate culture is one of human resource management's most underutilised tasks. Teachers and employee morale-boosting activities don't just occur at team lunches or after-work get-togethers.



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Employers and management must take the initiative to cultivate a talented and committed workforce to help you achieve your objectives.

7. Compensation and Benefits

Compensation and benefits refer to the pay or salary and any other monetary or intangible benefits provided to teachers and employees by an institution in exchange for their services. This is again yet another main functions of human resource management

The most crucial hygiene factors in HRM are compensation and benefits because they help to keep the workforce motivated.

It encourages teachers and employees to perform at their highest level by providing benefits based on their actions and performance.

While compensation and benefits may appear to be the same to an teachers and employee—a remuneration from an employer—there are some crucial differences between them.

In this scenario, the teachers and employee will likely accept the first job offer.

8. Information Sharing

Sharing information with teachers and employees is one of the critical functions of human resource management; sharing information can do via a newsletter to keep everyone informed of the most recent developments.

It also includes safety regulations, layoff notices, mergers, acquisitions, and any other significant event affecting teachers and employees.

Building and maintaining support and implementing organisational change depends on sharing accurate, precise, and ideal information.

Benefits of information sharing:

1. Make the organisation's best problem-solving experiences reusable
2. Enable better and faster decision making
3. Stimulate innovation and growth
4. Improve delivery to students
5. Reduce the loss of know-how

9. Policy Formulation

The core functions of human resource management are policies. As much as it needs more current and sensitive policies, an organisation also needs tried-and-true policies.

A reasonable and clearly defined policy framework structure covers all the tiniest facets of a business and its operations.

Better participation, standardised practices, procedures and implementation, and proper communication are just a few examples of the activities that policies can control.

We understand the essential policy documents, so we have formulated readymade HR templates to save you time.

10. Health and Safety

Human resource specialists take on organisations' health, safety, and security responsibilities.

11. Personal Well-being

Teachers and employee well-being refers to physical and mental health resulting from dynamics within and occasionally outside the workplace.

These include their interactions with coworkers, how they use tools and resources, how big business decisions affect them personally and professionally, and a variety of other things.

Securing teachers and employee well-being can mean, in terms of academic:

1. More productivity: Performance and productivity are increased when teachers and employees are happy—teachers and employees who feel good exhibit healthier behaviours and wiser judgement.
2. Higher teachers and employee morale: When teachers and employees' needs are met on all levels, including physical, mental, and financial, they feel more competent and valued.
3. Better talent: Your institution is more likely to draw qualified candidates and keep your current teachers and employees for extended periods if you have a positive reputation in the market as an employer who respects and supports work-life balance.
4. Improved student relationship management (SRM): The best brand ambassadors are content teachers and employees. If you treat them well, your students will pick up on that positive vibe. These personnel will be inspired to comprehend how your goods and services best meet student requirements.

12. Teachers and employee Engagement

Teachers and employee engagement, in general, is a workplace strategy intended to strengthen a worker's feelings and emotional attachment to the academic, job responsibilities, position within the industry, coworkers, and institution culture.

HR departments can use teachers and employee engagement strategies to improve well-being and productivity at all levels of the academic.

Teachers and employee engagement encourages every institution teachers and employee to perform at their highest level every day through various programmes, initiatives, and strategies.

Every teachers and employee must be fully committed to the institution's mission, goals, and values for teachers and employee engagement in HR to be successful.

Teachers and employees must also feel inspired and motivated to contribute to the institution's success.

All teachers and employee engagement strategies start with the goal of improving each teachers and employee's well-being lies at the core of all teachers and employee engagement strategies.

The teachers and employees can be communicated with and engaged through newsletters, infrequent get-togethers, holiday celebrations with games, etc.

These methods can all be effective ways to engage and interact with the workforce.

13. Compliance

Meeting compliance requirements and industry safety standards, preserving the accuracy of teachers and employee data, and supervising teachers and employee benefits are additional duties that fall under the functions of human resource management.

Above all, the objective is to assist staff members in reaching their full performance potential to aid the institution in achieving its goals.

The commitment of the institution to adhere to the operational standards outlined by employment law is known as HR Compliance.

Additionally, this impacts the systems, policies, and documentation. It also implies that all teachers and employee benefits specified in the employment contract must be granted.

Regardless of where they are located, all institutions must adhere to the laws, rules, and regulations governing employment.

To achieve this, HR must adopt a proactive strategy to ensure that the system complies with all legal requirements.

This entails taking responsibility for fulfilling all requirements for health and safety daily.

Not to mention that it guarantees that teachers and employees receive their legal and contractual workplace entitlements.

14. Administrative Responsibilities

Administrative duties are one of the most critical aspects in managing human resources.

Teachers and employees and outside partners should contact HR administrators first with any HR-related questions. The majority of teachers and employee paperwork, including contracts, recruitment paperwork, and starter packs, will be handled by HR administrators as a priority.

The HR department must adhere to employment laws, so having a solid understanding of them is essential. Assistance with additional administrative duties, such as planning travel, may be required when necessary.

This function of human resource management includes tasks like transfers, additional training, promotions, illness, leaves, and many others.

Importance of HRM

An organisation that is in charge of managing its personnel must do human resource management (HRM). The following viewpoints might be used to comprehend the significance of HRM:

Recruitment and selection: HRM is in charge of finding and choosing the best people for an organisation during recruitment and selection. The firm will hire the best individuals to accomplish its academic goals if the recruiting and selection process is effective.

Training and Development: HRM is in charge of assisting staff members in advancing their knowledge and abilities. Teachers and employees are able to carry out their tasks successfully and efficiently as a result, helping the academic to expand and succeed.

Performance management: HRM is in charge of overseeing worker performance through performance reviews, comments, and rewards. Teachers and employees are encouraged to perform better as a result of being better able to understand their strengths and flaws.

Teachers and employee Relations: HRM is in charge of preserving strong teachers and employee relations by fostering a supportive workplace and attending to teachers and employee complaints. This promotes teachers and employee loyalty and fosters a sense of trust for the institution.

Compliance: HRM is in charge of making sure the institution complies with all applicable legal and regulatory obligations. This includes rules governing minimum pay, worker safety, and equal employment opportunities.

Strategic Planning: By coordinating the organization's human resource policies and practises with its commercial objectives, HRM plays a critical role in strategic planning. This aids in attaining the organization's long-term objectives and maintaining its position as a market leader.

In conclusion, HRM is essential for an organization's success because it makes sure that it has the talent, abilities, and competencies needed to accomplish its goals. Additionally, it promotes a supportive workplace, fosters teachers and employee loyalty, and guarantees adherence to legal and regulatory obligations.

Conclusion | Functions of Human Resource Management

The functions of human resource management is compelling and dynamic. An HR specialist can improve lives of teachers and employees in a working environment by serving as the institution's point of contact with the workforce.


Contrary to popular belief, it is not just limited to hiring; it is a crucial part of any organisation. These responsibilities encompass an HR professional's role in an organisation and can aid your decision to accept this pivotal position.

The activities and projects that fall under these points are also included in the scope of HRM's functions. Similar to the nervous system in the human body, which oversees and controls everything, an HR department is the centre of any academic.

An organisation that is well-organised and has a long way to go is one with clearly defined human resource management functions.

Composition:

- a) Principal - Chairperson
- b) Five senior teachers and one senior administrative official
- Member
- c) Two external experts on Quality Management/ Industry/Local Community
- Member
- d) Director / Coordinator – Member Secretary



Principal

Damji Posla Gavil Ayurved College & Hospital,
Pathrai Tal.&Dist.Nandurbar