



Essential in Promoting Enrichment of Human Resources: An Overview

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Abstract

Within all types of organizations, the human resources make use of their educational qualifications, competencies and abilities to carry out the overall functioning of the organizations. Within organizations, the job duties need to be put into operation to achieve organizational goals and lead to overall functioning of the organizations in a satisfactory manner. The human resources procedures are the ones that have the primary objective of preparing human resources to lead to enhancement of the overall structure of the organizations. The individuals in leadership positions are vested with the authority of formulating human resources procedures. The traits of morality and ethics need to be reinforced in these procedures. The job duties need to be put into practice in accordance to the laws and rules. When the human resources will put in efforts to their best abilities to do well in their job duties, they will fulfil the expectations of their supervisors and employers. As a consequence, they will promote their enrichment. The reason being, when the employers will feel satisfied with the employees, they will incur the feeling of job satisfaction. Furthermore, they will contribute significantly in retaining their jobs. Therefore, it can be stated, human resources procedures are essential in promoting enrichment of human resources. The main concepts that are taken into account in this research paper are, understanding the meaning and significance of human resources procedures, human resources procedures and measures contributing in up-gradation of human resources procedures.

Keywords: Human Resources, Job Duties, Management, Organizations, Procedures, Recruitment, Selection

Human resources are the assets of the organizations. The overall functioning of the organizations takes place, when human resources are provided with the opportunities to make use of their educational qualifications, competencies and abilities. The procedures need to be put into operation in an adequate manner to manage the human resources. When there are occurrence of vacancies within the organizations, the hiring authorities need to ensure, the right individuals get recruited in the right positions at the right time. The processes of recruitment and selection needs to be carried out in a well-ordered and satisfactory manner. The individuals are required to follow certain rules in accordance to which the processes of recruitment and selection takes place (Hart, 2021). The candidates are required to go through interviews, get engaged in group discussions and take written tests. The recruitment and selection procedures are normally dependent upon the post and job duties. These processes may be carried out in less time, i.e. a week or they may take more amount of time, i.e. a month. Therefore, it is well-understood, recruitment and selection are regarded as important human resources procedures.

Within the course of putting into operation the job duties and responsibilities, dealing with other individuals, achieving organizational goals, and in leading to up-gradation of the overall structure of the organization, there are occurrence of various types of problems and difficulties. These need to be coped with in an adequate manner and prevented from assuming a major form. There should be implementation of grievance redresser procedures. Through these procedures, the employees are provided with the opportunities to redress their grievances (Shethna, 2020). The employees are assigned job duties in accordance to their educational qualifications, skills and abilities. The individuals in leadership positions need to provide equal rights and opportunities to all the members. Furthermore, there should not be any discrimination on the basis of any of the factors. The provision of equal rights and opportunities will enable the employees to develop motivation towards the implementation of job duties and responsibilities. Furthermore, the human resources will incur the feelings of pleasure and contentment. Therefore, implementation of grievance redresser procedures and provision

of equal rights and opportunities are vital human resources procedures.

It is comprehensively understood that human resources cannot enhance their career prospects by working in isolation. Hence, they need to form cordial and amiable terms and relationships with others. The human resources are required to obtain ideas and suggestions within the course of implementation of their job duties and generation of desired outcomes. The supervisors assign them the job duties, which they are required to work in a team. The emphasis needs to be put upon reinforcement of cordial and sociable employee relations. Within the course of implementation of job duties, the human resources need to make use of technologies, materials, tools, devices and equipment. Hence, these need to be made available in an adequate manner. Furthermore, the human resources need to manage them in a satisfactory manner. The human resources need to put emphasis on up-gradation of their knowledge, skills and abilities. As in order to make use of the resources, it is necessary to make use of one's knowledge and competencies. Therefore, reinforcement of cordial and sociable employee relations and up-gradation of knowledge, skills and abilities are significant human resources procedures.

Understanding the Meaning and Significance of Human Resources Procedures

Human resources are the assets of the organizations. The overall functioning of the organizations takes place, when human resources are provided with the opportunities to make use of their educational qualifications, competencies and abilities. In all types of organizations, there are various organizational goals. These are, being well-versed in terms of job duties and responsibilities; being informative in terms of methods, procedures, strategies and approaches; leading to an increase in productivity and profitability; managing financial, human, technical and material resources in an adequate manner; promoting community well-being; satisfying customer demands; forming cordial and amiable terms and relationships with others; making use of modern, scientific and innovative methods; organizing seminars and workshops and leading to enhancement of the overall structure of the organizations. The procedures need to be put into operation in an

adequate manner to manage the human resources. The reason being, the human resources need to make use of their competencies and abilities to achieve all these goals. Therefore, meaning and significance of human resources procedures is understood, when they prove to be meaningful in achieving organizational goals.

The primary objective of these procedures is to promote welfare and goodwill of the human resources. They should feel comfortable within the organizations, and should be able to concentrate on their job duties. When the human resources will be satisfied, they will render an important contribution in doing well in their job duties and in promoting well-being and goodwill of the organizations. With advancements taking place and with the advent of modernization and globalization, it is necessary to bring about transformations in these procedures. All the members of the organizations, irrespective of their job positions in the hierarchy need to make use of modern, scientific and innovative methods within the course of implementation of their job duties. When transformations are brought about, it needs to be ensured they prove to be favourable and advantageous to the human resources and the overall structure of the organizations. Therefore, it can be stated, meaning and significance of human resources procedures is understood, when they are encouraged to make use of pioneering methods within the course of implementation of job duties and responsibilities.

The up-gradation of knowledge, abilities and professionalism need to be paid attention towards by the human resources throughout the implementation of their job duties. When the human resources are determined towards achieving organizational goals and leading to enhancement of the overall structure of the organizations, they need to conduct research on regular basis. The research is conducted through making use of various sources, i.e. books, articles, reports, projects, technologies and internet. Furthermore, putting into practice effective communication processes also prove to be worthwhile and beneficial in honing knowledge, abilities and professionalism. This task renders an important contribution in augmenting knowledge, abilities and professionalism. Within the course of implementation of job

duties, the human resources are required to bring about improvements in methods and procedures. When improvements are made, it needs to be ensured, they lead to achievement of desired goals. Therefore, it is well-understood, meaning and significance of human resources procedures is understood, when they are provided with various types of opportunities to lead to up-gradation of knowledge, abilities and professionalism.

Human Resources Procedures

In all types of organizations, production, manufacturing, services, financial institutions, educational institutions, and so forth, the individuals in leadership positions are vested with the authority of formulating human resources procedures. When these are formulated, it needs to be ensured, they prove to be efficacious to the individuals and the overall structure of the organizations (Processes in Human Resource Management, 2021). The traits of morality, ethics, diligence and conscientiousness need to be reinforced when formulating human resources procedures. The primary objective of these procedures is to promote well-being of the human resources. When the human resources will be satisfied, they will render an important contribution in doing well in their job duties and in promoting well-being and goodwill of the organizations. Within the course of time, it is necessary to bring about changes in these procedures. When changes are brought about, it needs to be ensured they prove to be favourable and advantageous to the human resources and the overall structure of the organizations. The human resources procedures are stated as follows:

Implementation of Recruitment and Selection Processes

The primary objective of the recruitment and selection processes is to make selection of the right candidates for the job positions. The vacancies should not remain unfilled for long period of time. As it is regarded as the impediment within the course of implementation of tasks and activities. When there are occurrence of vacancies within the organizations, the hiring authorities need to ensure, the right individuals get recruited in the right positions at the right time. The processes of recruitment and selection needs to be carried out in a well-ordered and satisfactory manner. The individuals are required to follow certain

rules in accordance to which the processes of recruitment and selection takes place. The candidates are required to go through interviews, get engaged in group discussions and take written tests. The recruitment and selection procedures are normally dependent upon the post and job duties. These processes may be carried out in less amount of time, i.e. a week or a month. Therefore, implementation of recruitment and selection processes are regarded as important human resources procedures.

Organization of Training and Development Programs

When the human resources get recruited and selected within the organizations, they are required to go through training and development programs. These programs may be of couple of days, one week, one month or even six months. There is recruitment of well-qualified and competent trainers, who are required to carry out the job duties of training the human resources. In these programs, the various areas in terms of which human resources are imparted information are, history of the organization, departments, personnel, laws, rules, policies, organizational goals, mission and objectives, job duties and responsibilities, methods, procedures, strategies, approaches, infrastructure, amenities, facilities, and overall environmental conditions. The trainers make use of different training methods to augment knowledge among trainees. These are, lecture method, case studies, simulations, role playing, vestibule training, group discussions, fieldwork and so forth. The human resources need to listen and follow the instructions given by the trainers. As a consequence, they will do well in their job duties and generate the desired outcomes. Therefore, organization of training and development programs are significant human resources procedures.

Implementation of Grievance Redresser Procedures

Within the course of putting into operation the job duties and responsibilities, dealing and working with other individuals, achieving organizational goals, and in leading to up-gradation of the overall structure of the organization, there are occurrence of various types of problems and difficulties. When the human resources experience scarcity of technical or material resources, they experience

problems within the course of implementation of their job duties. The various types of problems may be experienced in a major as well as in a minor form. These need to be coped with in an adequate manner and prevented from having any unfavourable effects. There should be implementation of grievance redresser procedures. Through these procedures, the employees are provided with the opportunities to redress their grievances. The supervisors and employers are required to take into account the grievances of the human resources and make provision of adequate and meaningful solutions to them. As a result, the human resources will be able to concentrate on their job duties. Therefore, in all types of organizations, implementation of grievance redresser procedures are vital human resources procedures.

Provision of Equal Rights and Opportunities

Within the organizations, the human resources are different from each other on the basis of number of factors, i.e. caste, creed, race, religion, ethnicity, gender, age groups, educational qualifications, skills, abilities, cultures, personality traits and socio-economic backgrounds. The supervisors and employers need to ensure, they make provision of equal rights and opportunities to all the human resources. These need to be related to promoting well-being and goodwill. The employees are assigned job duties in accordance to their educational qualifications, skills and abilities. The individuals in leadership positions need to provide equal rights and opportunities to all the members. Furthermore, there should not be any discrimination on the basis of any of the factors. The provision of equal rights and opportunities will enable the employees to develop motivation towards the implementation of job duties and responsibilities. Furthermore, the human resources will incur the feelings of pleasure and contentment. They will put in efforts to their best abilities within the course of putting into operation their job duties and responsibilities. Therefore, provision of equal rights and opportunities is a crucial human resources procedure.

Reinforcement of Cordial and Sociable Employee Relations

It is comprehensively understood that human resources cannot carry out job duties, nor

enhance their career prospects nor achieve organizational goals by working in isolation. Hence, they need to form cordial and sociable terms and relationships with others. The human resources are required to obtain ideas and suggestions within the course of implementation of their job duties and generation of desired outcomes. The problems can be solved on one's own as well as through obtaining help and support from other members. The cordial and sociable terms and relationships need to be formed with colleagues, supervisors and employers. These will enable the employees to develop motivation towards the implementation of job duties and responsibilities. Furthermore, the human resources will incur the feelings of pleasure and contentment. The supervisors assign them the job duties, which they are required to work in a team. In promoting teamwork, emphasis need to be put upon reinforcement of cordial and sociable employee relations. As the members need to work in co-ordination with each other. Therefore, reinforcement of cordial and sociable employee relations is an essential human resources procedure.

Up-gradation of Knowledge, Skills and Abilities

The up-gradation of knowledge, skills and abilities need to be paid attention towards by the human resources throughout their job duties, when they are determined towards achieving organizational goals and leading to enhancement of the overall structure of the organizations. Within the course of implementation of job duties, the human resources are required to make use of technologies, materials, machinery, tools, devices and equipment. Hence, these need to be made available in an adequate manner. Furthermore, the human resources need to manage them in a satisfactory manner. The human resources need to put emphasis on up-gradation of their knowledge, skills and abilities. As in order to make use of these resources, it is necessary to make use of one's knowledge, skills and abilities. In the implementation of this task, the human resources either work on their own or they obtain support and assistance from trainers, supervisors and colleagues. When the job duties are complicated, getting engaged in regular practice will contribute significantly in

honing knowledge, skills and abilities. Therefore, up-gradation of knowledge, skills and abilities is a noteworthy human resources procedure.

Implementation of Job Duties in accordance to the Rules

When the human resources are putting into operation job duties and responsibilities within employment settings, they are not only enhancing their career prospects, but they have goals to achieve. The primary goals are, pleasing their supervisors and employers and leading to enhancement of the overall structure of the organizations. The human resources are required to abide by the rules and norms, when they are implementing various types of job duties and responsibilities. For example, when the human resources are making use of technologies and are required to carry out the job duty of printing, they need to ensure, excessive printing should be avoided. It is an important rule that technologies need to be made use of in a moral and ethical manner. The individuals in leadership positions formulate the rules. When they are formulating the rules, they have the main aim of ensuring that the job duties are carried out in a disciplined manner. Therefore, implementation of job duties in accordance to the rules is an eminent human resources procedure.

Organization of Workers Compensation Programs

In various organizations, industries and factories, such as, silk weaving, gem cutting, diamond polishing, plantations, carpet manufacturing, lock industries, beedi rolling and so forth, the job duties are hazardous. The human resources are required to make use of machines, devices, tools and equipment within the course of implementation of their job duties. It is apparently understood that workforce may suffer from injuries and accidents. Hence, there should be organization of workers compensation programs. These programs make provision of compensation benefits for the injuries and accidents that the workers have suffered. The workers compensation is of various types and is dependent upon the injuries and accidents that the workers have suffered. The injuries and accidents may be minor or major. When the workers are required to get admitted in hospitals and require medical treatment, the organizations are required to pay for the

medical expenses. When the workers have suffered permanent injuries and they are unable to get back to work, the compensation is provided throughout their lives to sustain their living conditions in an adequate manner. Therefore, organization of workers compensation programs is an indispensable human resources procedure.

Giving of Rewards and Incentives

The acquisition of employment opportunities is regarded as the primary objectives of the individuals, irrespective of their communities, categories and backgrounds. When the human resources are wholeheartedly determined towards doing well in their job duties and meeting the expectations of their employers, they will put in efforts to their best abilities. Furthermore, they will augment their skills to cope with obstacles in an adequate manner. When the human resources render an important contribution in generation of the desired outcomes, they should be given rewards and incentives. The rewards and incentives are in the form of certificates, trophies, increase in pay, paid leaves, paid vacations, additional job duties to enhance one's career prospects, opportunities to hone leadership skills and so forth. The types of job duties and responsibilities determine the giving of rewards and incentives. When these are given, the human resources incur the feelings of pleasure and contentment and develop motivation towards the implementation of job duties. Therefore, giving of rewards and incentives is a human resources procedure, which has rendered an important contribution in stimulating the mind-sets of the human resources towards the implementation of job duties.

Providing Promotional Opportunities

Acquisition of promotional opportunities is regarded as one of the primary goals of all employees (Withaar, 2019). When they get recruited, they usually conduct themselves in a manner that they will be given promotional opportunities. When the human resources are wholeheartedly determined towards doing well in their job duties and meeting the expectations of their supervisors and employers, they will put in efforts to their best abilities towards the generation of desired outcomes. Furthermore, they will augment their skills to cope with obstacles in an adequate manner. When the human resources render an important

contribution in generation of the desired outcomes, they should be given promotional opportunities. The promotional opportunities are referred to assigning of a higher position. These are characterized by an increase in pay and job duties. The human resources have more job duties and responsibilities to carry out. Hence, they need to pay attention towards leading to up-gradation of knowledge, skills and abilities. Therefore, providing promotional opportunities is a human resources procedure, which has enabled the human resources to enhance their knowledge and skills and career prospects.

Measures contributing in Up-gradation of Human Resources Procedures

In order to achieve organizational goals and lead to enhancement of the overall structure of the organizations, it is of utmost significance to lead to up-gradation of human resources procedures (HR Policies, Procedures & Practices, 2021). When the human resources will be well-aware and feel pleasurable and contented within the working environment, they will be able to put in efforts to their best abilities to generate the desired outcomes. All the members of the organization need to be informative in terms of human resources procedures. Furthermore, they need to be informative in terms of the ways to bring about improvements in these measures. When they will be well-aware in terms of the ways, they will be able to augment information in terms of pioneering methods that would render an important contribution in leading to up-gradation of human resources procedures. These are, formulating laws and rules; depicting the traits of helpfulness and co-operation; augmenting information regarding customer needs and requirements; conducting research on regular basis; developing motivation towards the implementation of job duties and creating an amiable and pleasant environment within the workplace. These are stated as follows:

Formulating Laws and Rules

The individuals in leadership positions are vested with the authority of formulating the laws and rules. When they are formulating the laws and rules, they have the main aim of ensuring that the job duties are carried out in a disciplined manner. All the members of the organization, irrespective of their job positions in the hierarchy need to carry out their job

duties in accordance to the laws and rules. One of the important law and rule is, the members need to be provided with equal rights and opportunities. Furthermore, there should not be any discrimination on the basis of any of the factors. The provision of equal rights and opportunities will enable the employees to stimulate their mind-sets towards the implementation of job duties and responsibilities. Therefore, formulating laws and rules is a vital measure contributing in up-gradation of human resources procedures.

Depicting the Traits of Helpfulness and Co-operation

The members need to possess an approachable nature and an amiable attitude. When an individual is pleasant in attitude, he or she acquires appreciation. The job duties in some cases are complicated. The members are able to provide solutions to the problems on one's own or through taking support and assistance from the other members. Hence, depicting the traits of helpfulness and co-operation will enable the human resources to incur the feeling of job satisfaction and retain their jobs. Furthermore, these traits will contribute efficaciously in achieving organizational goals and leading to enhancement of the overall structure of the organizations. Within the course of implementation of job duties, the human resources are required to reinforce these traits. Therefore, depicting the traits of helpfulness and co-operation is regarded as one of the indispensable measures contributing in up-gradation of human resources procedures.

Augmenting Information regarding Customer Needs and Requirements

Satisfying customer needs and requirements is regarded as one of the primary goals of the organization and the human resources, who are leading to overall functioning of the organization. When the human resources are making use of pioneering methods within the course of implementation of job duties, they aim that customers will feel satisfied with the products or services. The human resources put into operation fieldwork. They interact with the customers with the main aim of identifying their needs and requirements. When the human resources will augment their information in terms of customer needs and requirements, they will be able to put into operation their job duties in an adequate manner. Furthermore, improvements will be brought about in the

methods and procedures. Therefore, it can be stated, augmenting information regarding customer needs and requirements is a crucial measure contributing in up-gradation of human resources procedures.

Conducting Research on Regular Basis

Within the course of implementation of job duties, achieving organizational goals and carrying out the overall functioning of the organizations in an effectual manner, the human resources are required to bring about improvements in methods and procedures. For the implementation of this task, they need to conduct research on regular basis. The research is conducted through making use of various sources, i.e. books, articles, reports, projects, technologies and internet. Furthermore, putting into practice effective communication processes also prove to be worthwhile and beneficial in honing knowledge, skills and abilities. This task renders an important contribution in identifying the areas, which need to be improved. The task of conducting research is required to be carried out throughout the job duties of the individuals. Therefore, conducting research on regular basis is a significant measure contributing in up-gradation of human resources procedures.

Developing Motivation towards the implementation of Job Duties

The human resources need to develop motivation towards the implementation of job duties. There are various factors that lead to development of motivation, i.e. organization of training and development programs; organization of seminars and workshops; being well-versed in terms of job duties; being informative in terms of methods and procedures; development of mutual understanding with other members; giving of rewards and incentives and making provision of promotional opportunities; management of financial, human, technical and material resources in a satisfactory manner; making use of modern, scientific and innovative methods; possessing the abilities to cope with problems and difficulties and formation of an amiable and pleasant environment within the workplace. These factors need to be reinforced throughout the job duties of the human resources. Furthermore, these would contribute in an efficacious manner in leading to enrichment of human resources procedures. Therefore, it is well-understood, developing

motivation towards the implementation of job duties is a meaningful measure contributing in up-gradation of human resources procedures.

Creating an Amiable and Pleasant Environment within the Workplace

Apart from implementation of job duties, achieving organizational goals and in leading to up-gradation of the overall structure of the organization, it is indispensable to focus upon creation of an amiable and pleasant environment within the workplace. When the environmental conditions will be pleasant and amiable, the human resources will be able to concentrate well on their job duties. Furthermore, they will incur the feelings of pleasure and contentment. All the members need to work in collaboration and integration with each other in the implementation of this task. The members need to put in efforts to overcome all types of obstacles. Furthermore, this job would contribute in a worthwhile manner in leading to development of human resources procedures. Therefore, creating an amiable and pleasant environment within the workplace is an essential measure contributing in up-gradation of human resources procedures.

Conclusion

The human resources procedures are put into operation with the primary aim of managing the human resources. Human resources procedures are, implementation of recruitment and selection processes, organization of training and development programs, implementation of grievance redresser procedures, provision of equal rights and opportunities, reinforcement of cordial and sociable employee relations, up-gradation of knowledge, skills and abilities, implementation of job duties in accordance to the rules, organization of workers compensation programs, giving of rewards and incentives and providing promotional opportunities. Measures contributing in up-gradation of human resources procedures are, formulating laws and rules; depicting the traits of helpfulness and co-operation; augmenting information regarding customer needs and requirements; conducting research on regular basis; developing motivation towards the implementation of job duties and creating an amiable and pleasant environment within the workplace. Finally, it can be stated, when human resources procedures will be implemented satisfactorily,

they will contribute in promoting enhancement of human resources and achievement of organizational goals.

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