

HUMAN RESOURCE MANAGEMENT IN EDUCATION

Abstract

Human resources have a significant role in every activity of an institution, including educational institutions. Human resource management in education is a very important tool for the growth of teachers in educational institutions. This is due to the fact that educators are the main tool for fulfilling educational objectives and, as a result, contributing to national development. Human resources must be able to be managed or regulated properly in accordance with their functions. Human resources can play a vital role in accordance with their duties and functions in the institution in which they are performed to achieve the benchmark set by the institution. That's why this paper stressed that without an adequate, skilled, and well-motivated workforce operating within a sound human resource management program, development is not possible. Every educational system at every level depends heavily on human resources for the execution of its programs. Human resource management is a very important aspect of the education process in general. Therefore, functions in the management of human resources must be carried out optimally so that the needs of relating to the goals of individuals, organizations, or institutions can be achieved. The function of human resources management in education includes staff maintenance, staff relations, Education should be made attractive by creating a conducive atmosphere for teachers. More government attention is needed in the education sector through improved function, as education remains the basis for the progress of all other sectors of society. This paper reveals the nature of human resource management in education for growth and development

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of teachers for achieving the goals. It briefly describes the concepts of planning, organizing, staffing, directing, and Coordinating, reporting, and budgeting in educational institutions and it is also describe that institution has to follow some steps in developing a human resource management strategy. Institutions are currently required to make it easier for employees to use solid human relations strategies to develop effective and efficient administration while developing a talent culture in order to accomplish this goal. It is a scientific procedure that allows the workforce to continuously improve a current set of present and expected regulations so that the institution's goals are realized efficiently and the demands of the workforce are also sufficiently satisfied.

Keywords: Human resource, Education, Institutions, Human resource management, Management Functions,

I. INTRODUCTION

The terms "human resources" and "management" are involved in human resource management. The group of people who are organized in various economic sectors is known as the human resource. It discusses the knowledge and abilities of the workforce that works in various industries. Organizing people to achieve desired goals and objectives is another keyword that is characterized as management. It deals with the effective distribution of resources to reach the goal. The practice of using human resources, or personnel, to carry out various operational tasks and responsibilities is known as human resource management. The performance of individuals in fulfilling the aims and objectives set forth by institutions is the subject of human resource management. It is intended to motivate instructors to perform well in order to seize opportunities. The management of the employees within an institution or organization is the primary focus of human resource management. It is concentrated on the institution's policies and procedures.

In order for institutions and universities to develop their identities, a set of techniques and methodologies called human resource management (HRM) must be used to integrate and sustain the teaching staff as well as other members of the institution. Planning, organizing, directing, staffing, leading, and controlling the acquisition, development, compensation, integration, maintenance, and separation of human resources with the goal of achieving a personal, organizational, and social goal is known as human resource management. To carry out the strategy and operational goals, human resource management plays a number of distinct functions.

II. LITERATURE REVIEW

Bahdin Nur Tanjung, (2020) Human Resources (HR) In Education Management :The research highlights the critical importance that human resources (HR) play in an organization's success, particularly in educational institutions. In order to maximize employee contributions and ensure that they are in line with institutional objectives, HR management must be effective. Planning, acquiring, developing, promoting, letting go, compensating, and evaluating employees are all included in the process. HR management that is properly implemented closes competency gaps and boosts competitiveness, especially in the setting of Indonesian educational institutions. Additionally, it highlights the significance of matching HR strategies with the goals of the institution in order to guarantee the availability of qualified and competent education employees for producing high-quality results. Collectively, the literature highlights how important HR administration is to instructional procedures and overall institutional effectiveness.

Sayeduzzafar Qazi and Vikram Jeet, (2017) Impact of Prevailing HRM Practices on Job Satisfaction: A comparative Study of Public and Private Higher Educational institutions in India: This research paper is a comparative study about Impact of Prevailing HRM Practices on Job Satisfaction in Public and Private Higher Educational institutions in India. The study Investigates job satisfaction and HRM practices among faculty members in Indian higher education. It finds moderate satisfaction in government institutions, with higher satisfaction in training and teamwork but lower in performance appraisal and compensation. Similar trends are observed in private and self-financed institutes. Notably, no significant HRM practice variations were found between government and private institutions. Additionally, a positive correlation exists between job satisfaction and HRM dimensions,

highlighting the importance of effective HRM in enhancing employee contentment in both sectors.

Prof. (Dr.) M. P. Pandey, Ms. Neha Sharma,(2014) Role of Human Resource Management in Education : This study highlights how crucial human resource management (HRM) is to educational institutions. Human resource management (HRM) is emphasized as a crucial instrument for fostering and progressing teachers, who are essential to accomplishing educational goals and increasing national development. In order to operate at its best and meet institutional criteria, HR must be managed properly in the educational sector. A trained and motivated workforce, supported by efficient HRM initiatives, is essential for overall success, the evaluation emphasizes. The necessity for more government attention to the education sector is emphasized, and it promotes the creation of an inviting atmosphere for teachers. In order to match with both personal and institutional goals, HRM functions in education, such as employee interactions and maintenance, are recognized as essential. The review further outlines key aspects of HRM, encompassing planning, organizing, staffing, directing, coordinating, reporting, and budgeting in educational institutions.

III.OBJECTIVES OF THE RESEARCH

1. Describe the meaning of human resource management.
2. The constituent of human resource management
3. Know about the challenges and functions of human resource management.
4. Describe the state of human resource management in education.
5. Sensitize about the need for human resource management at different levels.
6. Enlist the objectives of human resource management,
7. Describe the role of human resource management at different levels of education.
8. Know about the functions of human resource management.
9. Know about the Human Resource Management Strategy for Educational Institutions

IV.METHODOLOGY

This study emphasizes the use of human resources in education.

The following study has a design that is descriptive in nature.

Database: For the purpose of reviewing the data, the study examined secondary sources such as journals, websites, etc.

V. ANALYSIS OF THE STUDY

- 1. Human Resource Management:** Human resource and management are the two words that make up human resource management. Management is the process through which a leader makes use of both material and human resources to accomplish pre-established organizational goals. Human resource refers to the personnel staff or workers.

The practice of managing human resources involves using people to carry out tasks and functions inside a company. relates to the creation of policies for the hiring and compensation of staff members. Staff members may do their responsibilities with a

greater feeling of direction thanks to the way the settings are set up. It plays a significant role in the overall scheme of all administrative duties related to employee management.

- 2. Human Resource Management in Education:** In order for an educational institution to fulfill its mission and achieve its objectives, a set of procedures and methodologies called human resource management must be implemented and maintained. The objectives that have been established To get the most out of teachers and other staff members and subsequently fulfill educational objectives as effectively as possible, it is important to coordinate their actions and motivate them. Human resource management, then, is the process of inspiring employees inside an organization to produce their best job.

Organizing, directing, and controlling the recruitment, training, development, remuneration, interaction, maintenance, and separation of human resources with the ultimate objective of achieving specific organizational and social objectives.

Human resource management in education is essentially concerned with three major issues.

- Assessing the need for staff
- Satisfying the need for staff
- Maintaining and improving the staff's services

In other words, the process of using human resources in an educational setting effectively and efficiently to achieve the intended educational purpose. What exactly is human resource management, we must ask?

Knowledge, skill, competency, capability, empathy for others, creative awareness, accountability, and leadership, as well as autonomy and self-management, make up human resource management.

- 3. Principles of Human Resource Management in Education:** Human resources refers to the personnel, staff, and workers in an organization who are employed to achieve their goals. It is the skilled and unskilled manpower who are working together to accomplish the objectives of an institution. John R. Commons, an American economist, first coined the term "human resources" in his book "The Distribution of Wealth," published in 1893.

One definition of human resource management is "a process that involves various responsibilities for performing economic and strategic functions." A variety of exercises and components make up this dynamic approach. Planning, organizing, managing, reporting, and budgeting are the topics covered in this article. Let's talk about these concepts, which have a significant impact on the institution's or school's human personnel.

- **Planning:** The fundamental task of management is planning, which is created with the intention of achieving a school's or institution's objectives and goals. Planning is the process of deciding in advance what to do, how to do it, and when to do it, according to numerous studies. It focuses on the future course of action for achieving set objectives. Planning is a methodical strategy used in education, where teaching

staff and other staff members plan their upcoming activities to reach their objectives while working toward organizational objectives.

- **Organizing:** It is the process of combining different resources, including material, financial, and social ones. It is a strategy where the organization of the institution's or school's resources, such as staff members' abilities, capital, and expertise, is done. As a process, organizing entails the finding or searching of activities, the categorization of activities, the delegating of tasks to different staff members, the delegation of authority, and the establishment of responsibility.
 - **Staffing:** Institutions have influenced their organizational structures in order to fulfill their goals when it comes to staffing. Staffing has become more crucial recently as a result of technological improvements. Placing the appropriate person in the right job at the right time is the main goal of staffing. It entails organizing the organizational structure through competent and efficient staff recruitment, selection, remuneration, and development to fill the necessary job.
 - **Directing:** The management function of directing involve providing supervision, direction, and a directive attitude to enable the personnel to carry out their duties effectively and efficiently. The aims of the institution are directly achieved through the teaching tactics and methods used in education. It is an ineffective personnel management strategy for inspiring employees' demands and abilities. Supervision, inspiration, leadership, and communication are all aspects of direction.
 - **Coordinating:** Management's role in coordination is to make sure that various employees cooperate to make an institution's operations run effectively. The many staff members of a facility or school act in unison. Additionally, it promotes harmony in the execution of the various tasks and activities required to meet the objectives of the business. All the other managerial functions are held together via coordination.
 - **Reporting:** It is the process of providing information to various levels of management so as to determine the measures for taking corrective actions. It involves the procedures for judging the effectiveness of the responsibilities of staff in an institution or school. Reporting involves the medium of communication between the staff and the management for smoothening the various operations performed by the staff. Reporting also determines the performance of staff for their development and appraisal.
 - **Budgeting:** It refers to the process of planning, implementing, and assessing an organization's financial resources. It may be described as the process of preparing a statement of revenue and the expenditure of various operational activities of an institution. It is a course of action for the implementation of plans, programs, and projects by determining the level of resources needed to achieve the objectives.
- 4. Objectives of Human Resource Management:** Making sure the right people are available for the right positions is the main goal of human resource management.

So that the goals of an educational organization can be fulfilled. The following secondary goals can be further distinguished from the primary objective:

You may help the educational institution achieve its goal successfully and efficiently by providing skilled and enthusiastic teachers. Utilize all of the teachers that are currently working in educational facilities.

Enhance the self-actualization, job satisfaction, and effectiveness of each employee as a teacher. Create and maintain a work environment that is conducive to employment in the educational institution. Desirable personal and social situation.

Help maintain ethical policies and behaviour inside and outside the education organization. Make sure that the management and staff members are on satisfactory terms.

Now that we can see it, we can understand how intensively the human resources are used in the educational system at every level to carry out its programs. The human resources department is ultimately responsible for putting policies into action as they are shown in the calendar or system of the educational establishment, which is intended to achieve educational objectives. So, the only way to manage, maintain, and improve educational standards is through human resources. As a result, the most important component of the educational system is human resources, which also contribute significantly to the whole system's performance. Human resources have a crucial role in the effectiveness, realization, and execution of educational goals and objectives at the practical level of the classroom, as well as the overall improvement of the institutional system.

It should be emphasized that the main tenet of human resource management in education is that the efficiency of the human educators who support learning for self-actualization and national development will decide the final outcome of the educational process.

5. Human Resource Management in Education is essentially concerned with three Major Issues

- **Assessing the need for Staff:** The educational institution must identify areas for improvement and demand that staff members demonstrate capable leadership and governance at different levels, both of which will enhance student achievement and institute effectiveness. Every institute must create an evaluation tool to evaluate its staff members' knowledge, perspectives, and attitudes as well as the services that are being offered and those that are lacking. The evaluation will assist a school or group of schools in gathering data regarding current procedures for abuse prevention and intervention, student knowledge and perceptions of abuse, and resources and services that are offered to kids both inside and outside of the school setting. The college or group will be able to use this information to identify their strong areas, service and resource gaps, and successes so they may better use resources to get the results they want.

- **Satisfying the need for Staff:** It is necessary to identify the elements that influence a person's behaviour. Provide employees with competitive financial pay to meet their physiologic demands. Food, drink, shelter, and clothing are examples of physiological needs, all of which can be met with steady revenue. Employees receive compensation and benefits packages to meet their needs in terms of safety. Let your words and deeds reassure employees that their jobs are secure and that they are safe. Physical wellbeing, work stability, and private property protection are all definitions of security. It develops a friendly organizational culture. Respect-based culture that satisfies the employer's demand to fit in. To belong, one must have needs. Providing employees with the opportunity to socialize can have both positive and negative effects on friendship, social integration, family, and romantic connections. While certain employees could develop a sense of loyalty for their co-workers, others might grow unsatisfied if they do not fit in. rewarding outstanding work in public. Those who perform well in front of others also perform well in private. Public praise should be given to them, and we should offer these workers personally fulfilling challenges to meet their demands for respect. Respect from others, a sense of accomplishment, and self-assurance are prerequisites for feeling esteem. Build relationships by having one-on-one conversations with as many teachers and staff members as you can. Encourage staff members for their exceptional accomplishments, especially the institute's budding stars. Create extensive professional development programs, give them plenty of possibilities for growth, and work with the institution to meet their demands for self-actualization.
 - **Maintaining and improving the Staff's Services:** The concepts are merely meant to represent hypothetically some of the actions that the service organization might conduct in the real world. The acts and practices in each area frequently overlap, and a variety of other options may be taken into consideration
6. **The Role of Human Resource Management in Education:** The development of personnel and aiding in the accomplishment of objectives are the goals of human resource management in education. The strategic and operational duties that men must play in human resource management are distinctive to males. To make sure they have the proper people with the right knowledge, skills, and abilities at the right time to execute work for the institutions, institutions must fill both types of roles. As a result, the institution is able to accomplish its goals and objectives.
- **Strategic Role:** The top management of an institution formulates and carries out significant goals and initiatives on behalf of the organization's owners while taking into account available resources and assessments of the internal and external environments in which the institution operates.

The management of human resources in any business must be considered strategically in the same way as the management of its financial, technological, and other resources. The planning is carried out by the strategic human resource management team with a focus on the long-term interests of education.

- **Operational Role:** Operational Human Resource Activities for Student-Teacher Relationships It involves keeping track of policies and records, making sure local,

state, and federal laws are followed, and controlling discipline. Conflicts and grievances The daily tactical activities are supposedly handled by management professionals in human resources. Human resources were long considered to be of secondary importance in society, but during the past two decades, their significance has increased significantly.

This is an effective way for motivating them to do their jobs well and to stay loyal to the educational system. Only then will they be able to reflect an important investment in education initiatives. Human resources can provide competitive input for education if they are well handled. The hiring and training of staff is related to another operational human service duty. To accomplish the work with the quantity of education necessary for the educational institution to fulfill its aims and objectives, the institution just needs to ensure that they have the proper employees with the necessary skills and knowledge at the appropriate pace. Equal employment opportunity compliance and the identification of low levels in the education sector are of relevance to human resource management.

Resolving safety issues and managing salaries and compensation are both priorities. A wide range of activities typically associated with the day-to-day management of people as provided by laws and regulations must be performed efficiently.

This particular set of functions has frequently been referred to as the personnel function. In short, it is difficult to produce one general interpretation of what human resource management means today.

7. Human Resource Management has to perform certain functions

- **Staff Maintenance:** This is performed to encourage teamwork among employees and to improve the working environment. Include personnel safety and security, motivation for promotions and transfers, and health services. To guarantee that justice and fairness are upheld when dealing with the workforce, educational institutions must have strong rules in place for staff transfers and promotions. The men's attitude toward their labour is equally vital to the success of the institute's goals as the work that needs to be done. The education organization must make sure that the staff members are comfortable and happy, which may be accomplished by paying salaries on time and providing a secure and healthy work environment.
- **Staff Relation:** To allow faculty members to communicate continuously, the institute must have a strong communication network. Aware of the development taking place within the educational institution. Encouragement for participation in planning and decision-making at the school should be given to teachers and staff. This should be promoted by treating the staff with fairness and respect and by acknowledging them as human beings with feelings, interests, and emotions.
- **Staff Development:** This is the process of evaluating a star's performance and determining their abilities through new training or development to enhance their talents for greater performance. It entails offering training programs and growth

opportunities that are appropriate for the institution. The quantity and caliber of an organization's workforce determines how successful it will be in the education sector. Change, improvement, and continuing competence growth are required. In-service training, gatherings, workshops, and seminars can be used to accomplish this.

- **Procurement of Staff:** Functions of human resource management Personnel involves the recruitment and selection procedure that educational institutions use to find the staff members who will interpret and carry out the curriculum programs. The ministry of education, through its agencies working in the federal and state governments, is responsible for staffing colleges. To fill the open teaching positions in colleges, it is required to hire people with the proper and necessary skills, talents, knowledge, and experience. This process is known as staff procurement in the education industry . If staff members were fairly compensated for the quality and amount of the work they performed, performance would significantly improve.
- **Job Performance Rewards:** This involves the creation and management of rewards for work completed. It is crucial that management The Ministry of Education and its departments are quite serious about the topic of rewards.

Management of human resources is necessary. The management of human resources is the foundation of all organizations. The value of each employee is what determines the time commitment of any educational organization. Selecting the ideal candidate for each position is made easier with the aid of human resource management. The quality of any work force is determined by both job suitability and the caliber of the work produced.

Management of human resources facilitates improved communication between management and employees. It aids employees in achieving both personal as well as professional objectives.

Employees have the ability to fulfill job requirements because they receive ongoing training. The organization is also able to spot candidates for employment at the highest levels and promote them in the future. As a result, one benefit of HRM is that it helps people get ready for future promotions.

The organization will be able to choose the best candidates for the available positions. Only in the event that adequate selection and retention practices are used. When employees are happy in their positions, it has been seen that the number of persons leaving the education organization decreases.

Employees are not only satisfied, but also prepared for future promotions, when appropriate human resources policies are enacted and they receive adequate training. Both the organization where they are employed and other institutions may benefit from their talent.

Everywhere in the world, political philosophy has changed. The new strategy is to appropriately develop human resources for better usage because technological advancements have made it necessary to deploy advanced technology.

8. Management of Human Resources These can be managed at four levels

- **At the National Level**, these can be managed by:
 - Establishing favorable conditions for a country's development
 - For effective and dedicated employees, it is necessary to provide the means for exploiting and utilizing the nation's natural and physical resources.
 - Fostering the development of such abilities, attitudes, and values that are required to accelerate the process of economic and educational growth in order to enable a high level of life.
- **The Organizational Level** has to do with human resources. A relatively new method of managing people is management. The major resource is viewed as being people. This method of management is focused with the role that individuals play in an institution's management.

Since an institution is made up of individuals, it is important for them to grow their talents, stay motivated to achieve higher levels of achievement, and maintain their level of dedication.

The Institution's human resource management department is in charge of preserving positive interpersonal relationships. Additionally, it is focused on fostering personal growth and achieving harmony between the institution's and each person's aims.

- **Professional-Level**, effective human resource management enhances the standard of living at work. By fostering a positive work environment, it encourages collaboration among employees. It can help with professional development in the following ways:
 - By giving each employee the most opportunity for personal improvement;
 - By maintaining positive relationships between people and various work groups.
 - Appropriately allocating away
- **Personal Level Management:** Employees who are employed at an institution are the focus of this area of management. People must strengthen their bonds with the organization. Its goal is to unite the men and women who make up the institution, care about the welfare of people and working groups, and develop into an efficient institution in order to enable them to contribute to its success to the fullest extent possible.

Key organizational subsystem is the human resources department. The HRM's policies and programs have a significant impact on the people's capacity for function and effectiveness in a particular organizational subsystem. Being the core subsystem of an organization, human resources constantly and closely interact with all other subsystems. We can say that the human resource system of an organization is not only a singular subsystem but also a principal and central subsystem, and it appears to be controlled by all the other subsystems. The other subsystems are the financial subsystem, the material subsystem, the masking subsystem, the technology

subsystem, etc. The function of human resources has evolved from conventional to modern. Modern techniques to human resource management have replaced more traditional ones as time has gone on.

In earlier times, administration was the primary focus; currently, developing human resource practices place a strategic How proactive is an institution's belief in proactive strategies compared to traditional human resources' reactive strategies?

Human resource management has historically believed in the institution's seclusion and isolation, but the institution now supports the fundamental objective of education.

Traditionally, the productivity of an employee was the main focus, but now the emphasis is on the service. Nowadays, work is carried out with horizontal responsibilities instead of the traditional vertical line of authority used for human resource duties. People were once thought of as expenses, but now they are investments.

9. Human Resource Management Strategy for Educational Institutions: An institution has to follow some steps in developing a human resource management strategy.

Step 1: Consider the big picture.

- Recognize the overall plan.
- Draw attention to the primary driving forces in the education sector, such as technology, curriculum, competitiveness, and trends.

Step 2: Create a mission and vision statement for this educational institution.

- What are the people's demands?
- What is happening on a global scale?
- Not to be deterred by opposition to an idealistic perspective What do the institution's personnel do to further the mission?

Step 3: SWOT-analysis the institution should be done.

- Think carefully about the institution's current functional areas, service standards, and staff qualifications.
- Consider the institution's internal personnel advantages and disadvantages.
- Think about the present skill and capacity problems.
- Diligently investigate the effective external practices used by other institutions.
- Highlights the challenge and potential for the future of the educational system.
- Take into account any skill shortages.
- New technology's effects on staffing levels.
- Review the institutions' capacity

Step 4: Conduct Analyze your personnel resources in great depth.

- Focus on the COPS (culture, organizational people, and system) (HR) of the company.
- Think about the level of human resources that are currently employed by the institution.
- Where does the organization anticipate they will be?
- What separates the institution's goals from the reality of where they are right now?

Step 5: Identify important personal issues.

- Return to the institutional strategy and compare it to the SWOT and COPS evaluations you've already completed.
- Decide which concerns with the people are most important and need to be addressed.
- Give the crucial human issue first priority.

Step 6: Create repercussions and remedies.

- Highlight the choices for managerial action for each crucial scenario.
- Don't just do the obvious; instead, think of new, intricate, and creative actions.

This is a crucial phase since people typically choose the tried-and-true solutions over new ones and want to carry on with prior practices. As you consider your options, consider the effects of each.

The Area of Human Resource System are:

- Employee training and development
- Management development.
- Organization development
- Performance appraisal
- Employee reward
- Employee selection and recruitra
- Manpower planning
- Communication

Step 7: Action plan implementation and evaluation

Making ensuring the goals are achieved should be the ultimate goal of creating a human resource strategy. mutually supportive in order to connect employee training and career development programs with the reward and payment systems.

VI. CONCLUSION

According to the study, managing human resources through education is still a viable tactic. In a school, human resources are an essential part of every activity. Implementing management responsibilities or developing a management culture that maximizes educational

potential are both parts of the human resource management process. The teacher's goal can be achieved with the help of the institutional goals' objectives and a strong human resource management function. Because teacher performance is a direct result of student results, it is essential to develop new concepts and tactics for talent acquisition, retention, and advancement. Institutions now need to make it simpler for employees to use solid human relations strategies to develop effective and efficient administration while developing a talent culture in order to attain this goal. The goal of human resource management is to raise the standard of the institution's most important resource: its employees. The origins, assets, and ultimate recipients of the educational system and its services. It is a scientific procedure that allows the workforce to continuously improve a current set of present and expected regulations so that the institution's goals are realized efficiently and the demands of the workforce are also sufficiently satisfied. With time, traditional human resource management has given way to contemporary practices. Education institutions must manage human resources at the national, organizational, professional, and personal levels as a result of the paradigm shift in human behaviour.

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