

# HUMAN RESOURCE MANAGEMENT SYSTEM



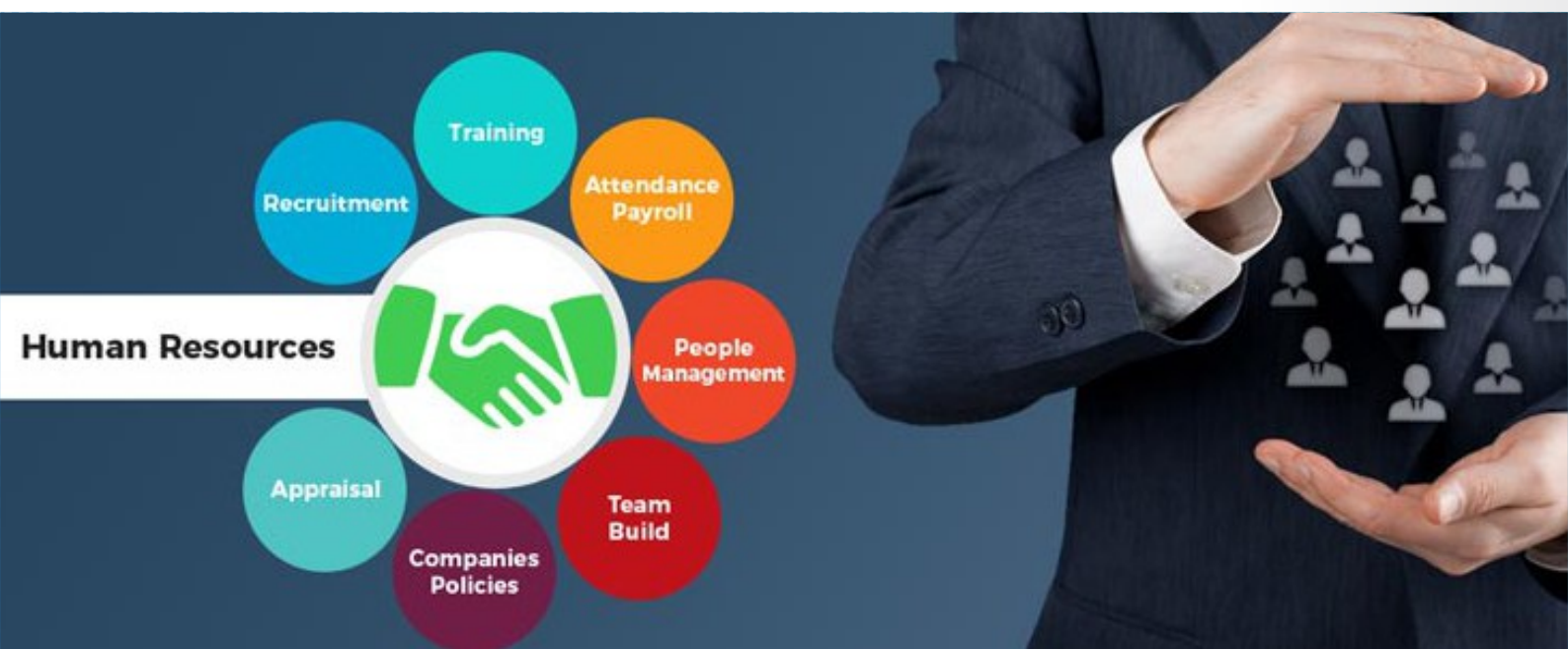
# Introduction

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Human beings are social beings and hardly ever live and work in isolation. We always plan, develop and manage our relations both consciously and unconsciously. The relations are the outcome of our actions and depend to a great extent upon our ability to manage our actions. From childhood each and every individual acquire knowledge and experience on understanding others and how to behave in each and every situations in life. Later we carry forward this learning and understanding in carrying and managing relations at our workplace. The whole context of Human Resource Management revolves around this core matter of managing relations at work place.

There is no best way to manage people and no manager has formulated how people can be managed effectively, because people are complex beings with complex needs. Effective HRM depends very much on the causes and conditions that an organizational setting would provide. Any Organization has three basic components, People, Purpose, and Structure. The company with the access most to the capital or the latest technology had the best competitive advantage; Today, companies that offer products with the highest quality are the ones with a leg up on the competition; But the only thing that will uphold a company's advantage tomorrow is the caliber of people in the organization.

That predicted future is today's reality. Most managers in public- and private sector firms of all sizes would agree that people truly are the organization's most important asset. Having competent staff on the payroll does not guarantee that a firm's human resources will be a source of competitive advantage. However in order to remain competitive, to grow, and diversify an organization must ensure that its employees are qualified, placed in appropriate positions, properly trained, managed effectively, and committed to the firm's success. The goal of HRM is to maximize employees' contributions in order to achieve optimal productivity and effectiveness, while simultaneously attaining individual objectives (such as having a challenging job and obtaining recognition), and societal objectives (such as legal compliance and demonstrating social responsibility).



## About Us

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HRMS” stands for Human Resources Management System. It refers to a suite of software that organizations use to manage internal HR functions. C-Net's HRMS is developed to solve the activities related to employees. This product is rich in functionality and follows all standard principals of Human Resource. This product helps departments/ Organizations to manage their Human Resource Activities electronically. This product is easy to use and popular among Industries and Organizations.



# Nature of HRM

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HRM is a management function that helps manager's to recruit, select, train and develop members for an organization. HRM is concerned with people's dimension in organizations.

The following constitute the core of HRM

1. HRM Involves the Application of Management Functions and Principles. The functions and principles are applied to acquiring, developing, maintaining and providing remuneration to employees in organization.
2. Decision Relating to Employees must be Integrated. Decisions on different aspects of employees must be consistent with other human resource (HR) decisios.
3. Decisions Made Influence the Effectiveness of an Organization. Effectiveness of an organization will result in betterment of services to customers in the form of high quality products supplied at reasonable costs.
4. HRM Functions are not Confined to Business Establishments Only but applicable to nonbusiness organizations such as education, health care, recreation and like.

HRM refers to a set of programmes, functions and activities designed and carried out in order to maximize both employee as well as organizational effectiveness.



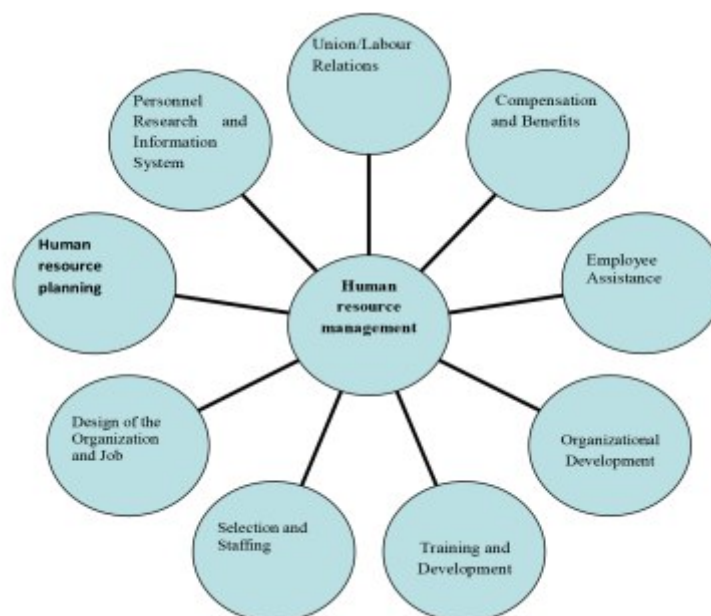


# Scope of HRM

The scope of HRM is indeed vast. All major activities in the working life of a worker – from the time of his or her entry into an organization until he or she leaves the organizations comes under the purview of HRM. The major HRM activities include HR planning, job analysis, job design, employee hiring, employee and executive remuneration, employee motivation, employee maintenance, industrial relations and prospects of HRM.

The scope of Human Resources Management extends to:

- All the decisions, strategies, factors, principles, operations, practices, functions, activities and methods related to the management of people as employees in any type of organization.
- All the dimensions related to people in their employment relationships, and all the dynamics that flow from it.



The scope of HRM is really vast. All major activities in the working life of a worker – from the time of his or her entry into an organization until he or she leaves it comes under the purview of HRM. American Society for Training and Development (ASTD) conducted fairly an exhaustive study in this field and identified nine broad areas of activities of HRM.



## Features

Provides Web portal communication to all the employees and System supports multiple employee Types (regular, short-term, or-deputation, casual, etc.)

Provides employee searches by: Employee Codes, Last Name & First Name, Designation, Department, Location Status, Reporting officer etc.

Maintain Employee tier(s) active & Retire to update the status of employee such as Probation / Confirmed / Resigned / Terminated / Suspended / Deputation / Retired / Reemployed to View, Edit, Add, Status (Serving / Retired) Employees and students.

Ability to track Employee movements between branches / departments / grades /designations and transfer the staff across different Departments and sections. and capture the reporting hierarchy Of an employee to assign an agency to contract Employee.

System will allow for auto population of fields on different forms with data from HR or other Master Database, when appropriate automatic activation or de-activation of User accounts based on changes in HR system.

Ability to maintain various declaration Details of the employee to store employee actions against Order numbers and dates to raise the Manpower Requisition With detailed justifications in the system.

Ability to initiate the Recruitment process for a vacancy to create the selection committee Based on the job vacancy to capture selection and screening committee recommendations.

Facility to define the specifications of the Vacancy in terms of qualifications, work experience, location considerations, skills/ competencies required ,additional certifications/professional qualifications, etc.

Ability to arrive at vacancies to be Reserved for SC / ST / OBC / Physically disabled categories, etc. Will support workflow based recruitment process involving approvals at various-stages of recruitment process to capture vacancy details like No. of posts, grade, permanent /temporary/ contract/outsource etc. details of pay scale, probationary period etc.

Ability to handle Newspaper Advt. for the Job / Vacancy to connect the online application Link to the central applicant database system will be able to maintain the Applicant database to identify each Applicant / Candidate by unique number to update the status of Candidate Such as Applied /Screened /Appeared for Interview/Selected/Rejected/Waiting /Offer letter sent/Offer accepted/Offer Not accepted.

Ability to conduct first level of screening In the system by matching against Key words of educational, skill requirements mentioned in the indent System will facilitate to shortlist Candidate among the applicants whose respond to advertisement on the basis of age, qualification, experience, user-defined criteria, etc.

Schedule Interviews/tests of the shortlisted candidates and enter its results /comments in the system to generate Interview Call Letter for the shortlisted candidates.

System will facilitate for automation of replying letters at different stages of shortlists/interviews e.g. regrets, invitations to generate Appointment/Offer Letter, record of verification of original documents for the employees (newly joined & existing employees)

Maintain the Vigilance Clearance report of individuals System will facilitate for configuring, hiring approvals and transferring Employees to Master module once hired to track, calculate and trend for various categories

- Recruitment cost incurred/employee Time taken for filling up a vacancy i.e. from Newspaper Advt. to appointment Letter
- No. of days taken to respond to an Applicant etc. system will be able to keep a track on the status of recruitment activities.
- No of candidates appeared in written tests.
- Ratio in which candidates are called for-interviews.
- No of candidates shortlisted for interview and candidates appeared in interviews Screening
- Selection (Panel formation)
- Test / Interview Evaluation Parameters (Written test/PI)
- Test/Interview Evaluation results
- Cutoff percentage for selection of all categories
- No of candidates selected on merit wise/category wise
- List of selected candidates
- Final Evaluation results
- Pay package details
- Acceptance of offer
- Appointment
- Medical test
- Document verification, etc.







Registered Office

**C-NET INFOTECH PVT. LTD.**

E-5/4, I & II Floor, Commercial Area,  
Arera Colony, Bhopal - 462016.

Tel : +91-755-4096900,

Fax : +91-755-4096907

E-mail : [info@cnet-india.com](mailto:info@cnet-india.com)