HUMAN RESOURCE DEVELOPMENT PROCESS IMPLEMENTATION IN LIBRARY AND INFORMATION SCIENCE PROFESSION

Poonam Sain[*]
Dr. Purnima Kaushik[**]

ABSTRACT

Recently Non-Banking Financial Companies (NBFCs) has seen lots of Ups and down. IL&FS liquidity crisis has raised a lot of question over business model of NBFCs. The Ripple effect of this crisis leads to benchmark indices getting crashed and creating bearishness all over the market. However even in this crisis few NBFCs didn't let themselves lose their grip on market. This study aims to present that how companies like Bajaj Finance, HDF and LIC etc. fared well despite free falling of other NBFCs and What was the key difference between good performer and bad performers under NBFC crisis. However this crisis was inevitable as the Asset Liabilities Mismanagement (ALM) and short term borrowing, long term lending habit made the work easy. There are certain issues that need to be addressed & in this paper efforts have been made to reflect the lights on these issues.

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Keywords: Employees of the Library, HRD Activities and Methods, Career Planning, Job Rotation.

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Introduction

Employee is an important resource in the functions of a library. Library expenses normally represent a high proportion of a library's budget on the salary. In order to provide the best possible service to the community it is necessary to maintain well trained and highly motivated staff to make effective use of the resources of the library and to meet the demands of the community. Staff should be available in sufficient numbers to carry out these responsibilities. The management of library staff is itself an important task. All staff must be a clear knowledge of the policy of the library service, well-defined duties and responsibilities, properly regulated conditions of employment and salaries that are competitive with other similar jobs. Human resource development is one of the most important part of the management of Library and Information centres. As the libraries are service oriented organization they cannot keep themselves away from HRD practices and the benefits that can be derived by applying those practices.

Moreover, Library and Information Science is a profession in which changes undergo rapidly due to the adoption of Information and Communication technologies which itself is ever changing. Therefore, development of Human factor is a serious matter of concern for Library and Information canters. As a service oriented organization who serves human as their clients by some other groups of Human being, Libraries cannot think to achieve their goal without the development of its employees. Since the modern library movement, the importance of LIS professionals has been strength steadily all over the world. Today LIS professionals have to acquire and cultivate knowledge and skills for communicating the sought information to a variety of users in an efficient and effective manner.

Human Resource Development

Before going into the depth of the subject, it is extremely important to comprehend the term "HRD" clearly. The term "HRD" consists of two words i.e. 'Human Resource' and 'Development'. Human resources, who are considered to be the lifeblood of any organization, are the people and their characteristics at work either at the national level or organizational level, and 'Development' is the acquisition of capabilities that are needed to perform the present job or the future expected job.

[*] Research Scholar, Department of Lib. & Inf. Science, University of Rajasthan Jaipur, Rajasthan, India.
[**] Head, Department of Lib. & Inf. Science, University of Rajasthan Jaipur, Rajasthan, India.

Therefore, human resource development is the procedure of emerging the human resource working in an organization by updating their understanding and upgrading their skills, approaches and observations in order to meet out the changing trends of the globalized economy and also to utilize those progresses for the achievement of the organizational goals.(1)

Aims of Human Resource Development

It aims to help people in acquiring the abilities require to perform the duties and functions efficiently. It allows the organization to mature the fruits of their knowledge and talents. HRD as a method plays a big and notable role in improving the hidden capability of the workforce employed in any institution and in honing their skills, talents, and technical knowledge to innovate them to meet new challenges own. According to Prof. T V Rao, HRD is a continuous process to:"Acquire or sharpen capabilities required to perform various functions associated with present and future needs of the job. Develop a congenial organizational climate in which dyadic relationship and team collaborations among sub-units are strong and contribute to the professional well-being of employees. Develop their general capabilities as an individual and enable them to exploit their inner potential."(2)

Need of Human Resource Development (HRD)

Since human resources is the life line of an organization and the process of developing this resource is highly significant for the managers to achieve the goals and targets of the organization. Therefore, HRD is needed by any organization that wants to be dynamic and a survivor in the present scenario of cut-throat competition. It is helpful in creating a congenial environment and improves the working life of human resource. It helps in facilitating effective communication to surface creative ability of employees in full swing. It enables members to achieve self-actualization through a systematic process of development. It makes it easier to harness people's present and future creative abilities to use them for organizational development It is useful in increasing the growth of employees and having them aware of their strong areas and weaknesses It is helpful for growing skills of the organization workforce in a developing way to make them competent enough. It is helpful to exploit the available opportunities optimally.

Objectives of Human Resource Development (HRD)

It ultimately aims at achieving the organizational goals by combating them with the goals of the individuals working in an organization. There are certain purposes of applying HRD in any organization which aims at developing

- It enables members to achieve self-actualization through a systematic process of development.
- It makes it easier to harness people's present and future creative abilities to use them for organizational development
- It is useful in increasing the growth of employees and having them aware of their strong areas and weaknesses
- It is helpful for growing skills of the organization workforce in a developing way to make them competent enough.
- It is helpful to exploit the available opportunities optimally.(3)

Human Resource Development Activities

A systematized learning practice, which is given in a limited time period, so that the job performance & growth can be improved, is referred as **human resource development** (HRD). Training is an element of human resource development in which the set of programs are designed to deliver specified workers with understanding and abilities useful to perform various functions of the position. There are some activities and methods of human resource development. (4)

Table 1: Areas of Human Resource Development Activities

Training & Development	Organizational Development	Career Development
Training is connected with the facility of certain skills & knowledge that is supportive for the trainees to overwhelmed their lacks of **job performance.** Development is related with the positive skills to the employees so that the organization would use them in the future.(5)	It is the application of knowledge of behavioural science in the organization so that strategies, processes & structures are improved through proper development & reinforcement.	**Career development** is defined as the assistance of the organization. Employees to accomplish current job as well as some future job successfully. The organization develops policies to employees like promotion, chance to perform in future &advising the employees etc. (6)

Human Resource Development Programs

Table 2: Human Resource Development Programs

Training program	Education program	Development program
The employees receive the training so that they can be potential enough to perform the duties of current job effectively.	Employees who are capable and enough efficient to be promoted receive training known as education. Education is given to the employees to contribute new points of view, technology or horizons, employees are trained to be proactive in fulfilling the performance expected by the organization.	In order to provide new viewpoint, technology or horizons, training is given to employees to make them proactive by fulfilling the expected performances by the organization.

Employees in the Libraries and HRD Programmes/ Methods for their Development

The quality of the libraries and information centres based on the inspired, self-motivated, knowledgeable and expert employee and facilities of the infrastructures. That is developed for their service. Library and Information Science (LIS) professionals are the effective persons that can truly make a library the centre of knowledge. If the professionals working are skilled enough in a library, then they could build a collection of resources that really mean as empower human resources and could also fascinate users with the services

Table 3: HRD Programmes for Employees in the Libraries

S. No.	Category	Posts	Qualifications	Development Methods
1	Qualified Librarians	Librarian Deputy Librarian Assistant Librarian	UGC-NET Ph. D.	Committee Assignment Lectures & Seminars Conference
2	Library Assistants	STA JTA	M. Lib./ MLIS B. Lib/BLIS	Committee Assignment Simulation workshops
3	Specialist Staff	LDC Computer Operators	Knowledge in record maintains & computer work.	Job Rotation Simulations workshops
4	Support staff	Library Attendant / Book Attendant	Diploma in Lib. Sci.	Job Rotation Simulations workshops
5	Others	Peon, Guard etc.	Educated	Job Rotation

Human Resource Development Methods

The ability of the employee can be developed though both on the job methods & off the job methods. Following are the detailed about these methods of human resource development.

Before the Job/Off the Job Methods

- **Planning:** Planning is about thinking before what to act, when to do, how to do and who is to do it. It is fills the gap from staring point to where we have to reach.

- **Selection:** The selection is a method of searching the most appropriate one for the vacant post of any organization.

On the Job Methods

- **Committee Assignment:** An employee can take advantage of the development opportunity through the assignment of a committee by sharing the process of decision-making, identifying some organizational issues and observing others.

- **Conferences & Seminars:** The conferences and seminars are organized through which employees can acquire some work knowledge and develop their analytical and conceptual abilities.

- **Job Rotation:** Sometimes an effective one is transferred under the guidance of an effective senior of the organization. In this way the abilities & skills of employees is groomed under the direction of successful manager so that the learning employees can be prepared for higher level duties.

- **Simulations:** Simulators are composite strategies that can make artificial circumstances like to real one, by constructing. In this manner the main purpose is to recognise the reaction of employees when they face natural problems.
- **Training:** Training is a vital element of the activities of a public library. There must be a planned and continuous programme of training for staff at all levels, which should include both full-time and part-time staff.

  And the importance of networking and access to other information sources should be included in training programmes.

- **Promotion:** Promotion is a way for improving the skills capabilities and responsibilities of the staff with sending them on higher level position. Vertical rotation is also called promotion.**(7)**

  In this method effort is made to increase the knowledge, skills & abilities of employees by moving them on different positions. Employees can be rotated both vertically and horizontally. Vertical rotation is also called promotion

Future Suggestions

- A national development plan and policy are essential for planned growth of the workforce. Professional library employees must be granted full academic and administrative status.
- The human resource development program should be organized regularly for in-service personnel.
- HRD programme for in- service personnel should be organized on regular basis.
- Institutes should organize different training programs to enhance the skills and abilities of LIS professionals.
- Institutes must organize different types of training programmes for upgrading the knowledge and skills of the LIS professionals.
- Information Science curriculum should be revised according to the need of the time.
- Enhance the skills of LIS professionals at all levels to ensure the quality of library services.(8)

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