

## The Strategies of Human Resource Administration in School Accordance in Buddhist

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**Abstract:** The purpose of the article was to propose the strategies of human resource administration in school accordance in Buddhism. Documentary study was used for the design, and data was analyzed using content analysis and summarized by descriptive writing. Results of the study showed that new human resource management strategy is the strategy for human resources management in order to make the employees have the performance and behavior to meet the target and the organizational strategy. New role of human resource management must have both a role in shaping the strategy and its role in deploying the organization's strategy to human resources management. It is important to study the principles of Buddhism in relation to the administration of personal affairs that is the principle of Brahmaviharadham IV in order to study mercy management, to study the administration, to study management according to the principle of empathy, and to study the management based on the principle of happiness with focus on personnel administration of educational institution administrators. The concept of management was integrated between western concept and the principle of Brahmaviharadham IV. For a person who is a leader in Buddhism, is to know how to manage the principles and useful methods used as part of the administration. In the development of the work of personnel management in schools requires the use of Buddhist principles as a guide to the direction and direction of management to achieve both the efficiency and effectiveness of the work. If this principle is applied in the management, it will create a good relationship add to the unity by applying Brahmaviharadham IV to the administration of the school according to Western theories. These two principals have the same purpose to administer the school with integrity, to be willing, satisfy and work happily in the organization.

**Keywords:** Human Resource, Administration, Buddhism

### 1. Introduction

For tutoring the teachers in the school to achieve the desired results, first of all, administrators should have the characteristics of leaders and have the qualifications of management. The second is to build virtue and behave in accordance with good morals, as I would like to propose as follows: 1) maintain justice, 2) set in the four Brahma, 3) do not act as chief, 4) accepting the opinions of Teacher Noi with sincerity, 5) know to encourage teacher, 6) try to promote the progress of teachers, 7) avoid using emotions in work, 8) know what is appropriate and what is ineligible, 9) acknowledging the minority, praising it in the right direction, and the right places, 10) try to protect the interests of the young teacher, and 11) establish a clear standard of work improve oneself [1].

Another important thing that school administrators have in their individual identity is the virtue or the existence of the principles necessary for the administration of education, namely the principles of governance. Principles in dominating people and principles in hiding work which some principles according to Buddhist teachings fully integrate the above-mentioned principles. There are a variety of essential principles for the provision of education that school administrators should adopt for the rule of thumb and one of the most applied principles is Brahma Vihara IV. Brahma Vihara is a principle that will lead a person to success effectively. Kindness refers to compassion and empathy, ready to provide helpful and supportive assistance to another person, empathy means to be pleased when another person is well or has achieved fulfillment, and detention means being indifferent or letting go of what is ultimately possible to help which exclaimed happy and bright, mentioned Brahma Vihara IV principle that is an important principle in the dominion of people because we can control the hearts of people will make our work successful effectively.

This is because it will create enormous synergies in work by the principles of Brahma Vihara IV, namely mercy, love, desire, peace of life to harmonize the world with compassion and care to perceive the suffering on behalf of others as one's suffering, the joy of the success of others by pure heart and the compassion, the neutral, indifferent, the nature of the world. It is generally accepted that administrators need to use both the gods and grace in the management of their work properly and harmoniously. Therefore, the work can be achieved effectively. The application of Buddhist principles in management is of great importance especially in the use of the principle of holding the hearts of people called "Brahma Vihara" [2], administrators need to use Buddhist principles in the administration in order to work effectively sometimes the school administrators may not put emphasis on the application of management principles. Resulting in teachers lacking morale and sometimes executives do not have

sufficient knowledge and understanding of the principles. They may not be able to apply the principles as they should. Executives have to create an image of faith and trust as a management guideline what must be followed as a guideline is to have love, compassion, joy and impartiality for both individuals and groups. Good administrators should use grace rather than power of influence over law. Principles in organizing education of administrators are very important and essential to the administration of school education and Brahma Vihara IV is one of the principles that helps the operation to achieve the goal effectively.

## **2. The Concept Of Human Resource Administration**

Human resource administration is very important, therefore, in getting the personnel to work. Human resource administration refers to the mission of all executives to perform in all activities related to personnel. Therefore, human factors of the organization are the most effective human resources all along that will affect the goals of the organization [3] including the use of people to do the job effectively within the shortest time, minimal consumption of money, gold and materials. At the same time, the people we use are happy, satisfied for the management to use willing to work as the management wants. In other words, the administration keeps the services of the educator going well and benefit according to the aims of the educational community by using techniques in selecting appropriate persons to work and techniques for developing existing persons to have the knowledge and ability to work for benefit. At the same time, it encourages them to progress and gain satisfaction [4] throughout it is a process by which management of arts and strategies consider individuals in society to conduct the selection and recruitment of qualified persons into the organization. While individuals come to work in the organization, activities are organized to develop and maintain the selected persons to increase their knowledge, abilities, have good physical and mental health in their work, and also to seek ways to make organizational members who have to leave their work can live happily in society [5]. It is the process of working with personnel in the organization to acquire personnel to perform the work according to their needs and to enable personnel to perform work to achieve their goals efficiently which covers from policy formulation planning, manpower and compensation, recruiting, appointment, morale building development and disciplinary action as well as getting out of work [6].

## **3.The Importance Of Human Resource Administration**

Organization administration must be managed by human resources and the acquisition of human resources There must be a process and steps in which the personnel will be acquired Therefore, personnel management is very important to the organization. If the organization can select good and quality personnel. The organization will be able to work as possible efficiently and goals as specified by the organization Personnel management is one of the most important processes of management because after having selected people with knowledge and ability to work over time. The knowledge of various fields has decreased, as well as various science and work techniques have changed. So that the operator is knowledgeable, the ability to suit current events and personnel development is required [7]. It is the heart of management because all kinds of work of all types of agencies. Whether it is a small agency or a large organization, to operate effectively and achieve the goal or not, it depends on the cooperation of all involved persons and parties. If the management lacks the ability to manage personnel although there are many kinds of equipment. There is a lot of money to support and with many people in the agency that it is like nothing because people who use materials and equipment cannot use it, lack of competency, and work morale. There is no loyalty to the agency and irresponsible different people will compete for the benefit of the available budget. It takes advantage of the authority acquired by position and arguing divide different people live and work day by day without cooperation, many projects that the management has set will fail because there are people like none. When those people are not cooperative and ineffective [8] with the organizational condition today. There are many problems affected by the changing influence in the environment which directly affects the personnel management in the organization various changes as is today both the economy. Technician techniques and social conditions are all obvious and have an impact, making personnel management more important than ever before [9] and "people" or "humans" are the most valuable resources and most useful because other resources, even if they have life, do not have the intelligence. As for the lifeless resources, if people do not use it, it is not useful. Therefore, in the administration of the organization, the matter of the person is the most important and difficult, because according to the general principles of the administration, even though there is sufficient budget, management and administration good. How well equipped with various equipment and materials if the operator is poor? Impotent, lack of integrity not behaving in a good discipline, then it will be extremely difficult for the administration to achieve as good a result as intended, but if a good person has knowledge. The ability to be suitable for the job performed, other problems will be reduced [10].

In conclusion, human resource administration is important is the heart of the organization administration in order to achieve the objectives. If any organization is composed of highly capable people, have leadership see the importance of using people and adapt to keep up with the changes technological advancement as well as the selection building good people to use would be beneficial to that organization as well as society and the nation in the future.

#### **4. Human Resource Management Strategy**

Human resource management today, executives involved in personnel management should play a role and participate in organizational strategy formulation (Organizational Strategy) by implementing strategies related to human resource management to formulate strategies in every mission related to human resource management (Strategic Human Resource Management) to enable employees to achieve results in accordance with the organization's strategy by applying technology that Modern (Modern Technology) is used to enhance the efficiency of human resource management in the organization [11] that has said. The current personnel manager must have roles related to the organizational strategy at 3 levels.

- 1) Corporate Strategy
- 2) Competitive Strategy
- 3) Functional Strategy

When it comes to strategic human resource management, human resource managers must apply their expertise to become strategic expertise in developing and implementing modern human resource management strategies which divided into two roles of human resource management:

- 1) The role of strategy is a role that gives importance to members of the organization with equal focus on human resources with other corporate resources.
- 2) The operational role is the role involved in the activities, methods and techniques in human resource management for creating equality in various activities of human resource management such as hiring, training, job evaluation wage management, etc.

In addition, there are four types of personnel management roles, namely:

- 1) Role of participation in strategy (Strategic Partner) is a role that focuses on formulating strategies and operating guidelines in accordance with the organization's strategy.
- 2) The role of expert in administration (Administrative Expert) is a role that focuses on expert human resource management that is responsible for designing the work paradigm.
- 3) The role of change agent is a role that focuses on change management to achieve efficiency and reduce the force against change.
- 4) Employee champion role is a role that focuses on making employees feel committed to the job and the company.

Human resource management strategies in the modern era is to determine the strategy of personnel management to make employees have competencies and working behavior according to their goals and meets the organization's strategy. The new role of personnel manager, there must be both a role in strategy formulation and a role in implementing the organization's strategy to human resource management practices.

#### **5. Human Resource Administration**

##### **In Schools**

Personnel management in schools is very important, so in order to get people to work in schools, it is necessary to know the meaning of personnel management clearly. Personnel management in schools refers to the management of the person who is administered the teacher and janitor. Teacher is responsible for teaching students knowledge. The janitor is also responsible for cleaning up the school. Personnel management in school is to know how to use people to make them work to their full potential and his strength and let him do it with a willingness and happiness when the action is over [12]. It is also a resource management in the school with the aim of getting good and qualified people have the ability to suit their position. Work with interest are satisfied with their work. There is a strong response to work. Work efficiency [13] Personnel management in schools includes activities that assist in coordinating the school's efforts for the management of existing human resources in the school can work towards the school's objectives. It will have a scope of management, starting from planning and maintenance. The key goal of school personnel management is to acquire people with the knowledge and competence of the school and make them more satisfied with their performance. The assignment will be successful. It affects the learners, which is the heart of the school. [14] At the same time, the personnel management of the school. As management or the operation of the policy establishing rules and regulations about people in schools to get people of the right talent to perform their work and to enable them to achieve their goals most effectively [15].

In conclusion, personnel management in schools refers to the process of managing people. In order to provide the school to acquire people with knowledge, abilities and potential that suitable for the job to work in the school for great success in the school or the administrators, they must know how to use people to make them work with full intelligence, strength, and inform them to do so willingly and happily when the action is over. Therefore, the school can perform its mission effectively and the effectiveness of the school objectives .

## **6. Principles Of Human Resource Administration In Educational Institutions**

How effective will the personnel management in schools be? It depends on the introduction of personnel management principles in the school come and apply it in accordance with that school which there are many scholars and organizations have presented their opinions on the principles of personnel management in schools, summarized in 6 points, namely (1) all administrative factors. People are the most important administrative factors, (2) Personnel management will be efficient and effective. Executives must have knowledge and understanding and have high competence in personnel management, (3) arrange personnel to perform tasks that are appropriate with their knowledge and abilities will contribute to the morale of personnel happy to work. This will result in the work to be effective and efficient, (4) developing personnel to have knowledge and capability on a regular basis will cause personnel to change their behavior and actively develop work for the better, (5) personnel management focus on the participation of personnel and stakeholders are important and, (6) evaluating the performance of personnel. It will be useful to consider improving efficiency and consideration of merit [16].

However, in the management of personnel in that school there must be five techniques and principles which consisted of (1) the principle of justice, (2) the principle of filling the teacher officials to suit their knowledge and ability, (3) the principle of advancement in the position as appropriate for each individual, 4) principles for building stability and happiness to government officials, and (5) principles for participants to participate. In operational planning as well as the evaluation and adherence to democratic principles in administration [17].

In addition, the personnel management principles have established 12 principles for personnel administration in schools, namely: (1) principles of cooperation in schools; (2) principles of coordination of interests in schools; (3) principles of coordination in school, (4) principles of knowledge competence of persons in school, (5) principles of maintenance of persons in schools, (6) principles of independence in school work, (7) principles of progress, (8) Principles of morale and morale of work, (9) principles of respect for school workers, (10) principles of flexibility in school personnel management, (11) principles of justice, and (12) principles of human relations of associates [18].

In addition, the principles of personnel management in schools have five main principles as follows [19].

1) School efficiency depends on knowledge and abilities of worker the efficiency of the worker is increased as the school system gives him the opportunity to develop the personality traits that are inherent to him.

2) The development of that person is an activity from birth to death personnel development is an activity that must be performed from the beginning of work until the time they have to leave the work on the agenda.

3) The school system has a duty to enhance experience in various fields, both to prepare people to undertake new duties and to improve their existing work for higher efficiency as a whole faculty and both individually and this role will always be increased.

4) The first objective in the human resource development to improve the quality of the school system to a higher level and in such cases it is necessary to make improvements to allow operators to work in a consistent and quality manner.

5) The school system should consider personal development as a form of investment that will yield long-term results. In addition to enhancing worker efficiency, it will also attract more people to desire to work with that school system, directly building solidarity in that school system.

Concluded that the principles of personnel management in schools, Democratic principles are required by respecting the rights and the abilities of the person flexible management fair. There is a development and encouragement of individual morale encourage school personnel have performed their work with full knowledge and capability throughout providing welfare and creating a good management atmosphere including considering the good preferences to suit individual performance.

## **7. Process Of Personnel Administration In Schools**

Personnel administration in schools to achieve results, there is a very demanding process. Academic Division, Office of Education Bangkok [20] has established a process or framework for the management of personnel in elementary schools to be effective in 3 areas: (1) personnel planning, (2) personnel organization to work, and (3) personnel building and nurturing.

The Ministry of Education [21] has set out processes or frameworks for personnel management in a juristic basic education establishment in five areas: (1) manpower planning and position determination, (2) recruitment, (3) appointment, (4) discipline and (5) release from government service.

The Office of the Basic Education Commission [22] has established personnel management processes in schools, namely (1) manpower planning, (2) recruiting, (3) recruitment, (4) development, (5) maintenance, and (6) removal from work.

The Office of the Teacher Civil Service Commission [23] has proposed a guideline for the personnel management of the Office of the Teacher Civil Service Commission (July) to guide the Department. The Division of the Ministry of Education has performed six things: (1) manpower planning, (2) recruiting people, (3) personnel maintenance, (4) personal development, (5) performance assessment, (6) assigning people Out of work.

In addition, educational institutions have proposed the process of personnel management in schools in detail, Sukhothai Thammathirat Open University [24] mentions the personnel management in schools has 4 processes: (1) personnel recruitment. It is the process of obtaining persons, consisting of recruitment, selection, appointment and placement for work. (2) Personnel management, it is an arrangement for the person to work with satisfaction, which includes the placement of individuals to work in various duties, including performance evaluation as well. (3) Human resource development, which is to promote the individual's progress in terms of economy, work, knowledge and skills in working; and (4) vacation from work, including welfare and maintaining the mental health of a person who is out of work for various reasons.

There are many scholars who have proposed many processes related to personnel management in schools, such as Rungkaewdang, [25] mentioned the process or scope of personnel management in schools as follows: (1) acquisition the personnel, (2) the maintenance of personnel in the school, (3) the development of school personnel, (4) the removal of school personnel from work.

The academician who has offered additional opinions is Supachai Yawaprapha, [26] that the school administrators can conduct effective personnel management. School administrators must be ready to relate and relate to personnel administration in the following areas:

1) Recruitment and selection of personnel according to the qualifications of the desired position outsourcing of personnel; and within the organization today, recruiting is a direct function of the agency or school especially for schools where school administrators are a key component in personnel selection, so if administrators are ready to select personnel by appropriate methods. It will result in personnel who have the qualifications required for the precise job position that will lead to saving time and money that occurs.

2) Training planning and human resource development, it is about helping to direct the needs of training each person to work effectively because there is a standard for the supervisor to measure that person's talents or skills, or still lacking or weak in any area and need to develop and how this helps to set a more targeted development direction.

3) Personnel career progress planning and planning to replace positions in the management level enabling the department to develop or prepare personnel for new positions by developing skills that are lacking. It can help organizations and people achieve common goals.

4) Personnel performance appraisal has a connection to the promotion placing a successor within an organization or succession as well as using the information obtained to support human resource development. The assessment results will reflect the individual, both the organization and personnel of their abilities and the organization as a whole to plan to proceed in the future.

It can be concluded that from the aforementioned concept, it can be concluded that the process or scope of personnel management in schools consists of 4 things:

1) Planning of school personnel (Planning) is to determine in advance what will be done before, after when, who will do it, and how will it perform by bringing current conditions problems to plan and solve problems accordingly set guidelines and patterns together with school personnel, and to understand and correct such as determining the needs of personnel, amount of knowledge, abilities and special qualifications arrange personnel to perform the work according to their knowledge, ability and aptitude, and make a human resource development plan to have better knowledge and ability. There is a continuous human resource development project.

2) Staffing is an effort of the supervisors to make new entrants familiar with them and able to adapt to that agency as quickly as possible because when people have no problem with adaptation. The work efficiency will inevitably rise to the maximum of his abilities which is an important destination of personnel management that will allow the agency to benefit fully from the work of the person entering the job.

3) Maintenance and development of personnel in the school (Comfort and Development) is to provide knowledge that encourages the teachers who are working to make further progress with training to develop each person to work effectively.

## **8. Buddhist Principles In Human Resource Administration**

School or organization management is the most important thing that people want people we train until they have the knowledge, ability, experience and expertise to work with us for a long time to make our organization stable, advance, have management principles, have a good head having virtue, a good leader must have leadership, namely have the ability to influence others to cooperate and to take action, to achieve the desired goals. Leaders must have knowledge and good skills in both people and work, known as "must be good, think good, work well." Build morale and morale, a leader who has a lot of power to make you punish your subordinates. If a leader lacks virtue, then he will order punishment or benefit someone in particular, it shouldn't. It is something that destroys morale and encourages the employees who are dedicated to work. The virtues of leadership consisted of Brahma Vihara IV [27] referring to the virtue of being virtuous. The Dharma of the Good Heart Code of conduct that is virtuous and pure. The dharma that must be kept as a principle and directive of behavior. It is called purely living and behaving with human beings, including;

1) Kindness, affection, good desire, wish him happiness has a kind heart and thinks to benefit humans and animals all over the face.

2) Kindness, compassion, thought to save suffering. Keen on releasing healing the suffering of all animals.

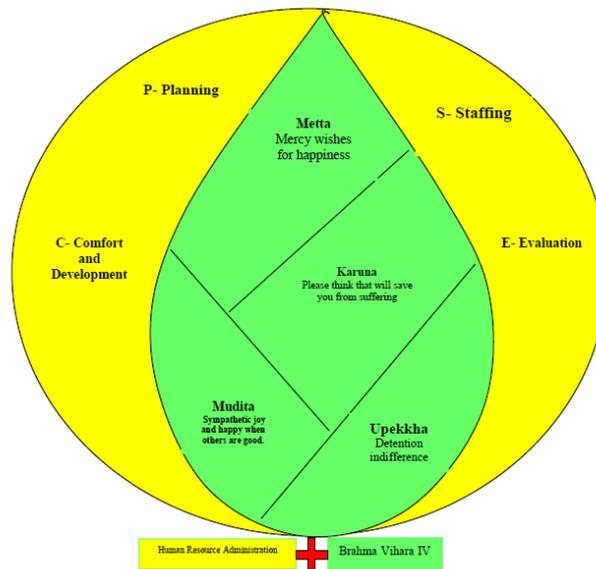
3) the joy of joy when others live well The entertainment Endowed with always cheerfulness to all animals who are in good health play rejoices when he is well happy. Grow more and more

4) Deteriorate impartial trust which will remain in the dharma as you consider it with wisdom is having a smooth, upright mind like a scale, not partial with love and hatred. Considering the karma that all animals have done which deserves good or bad results appropriate for the cause Ready to judge and act according to theology as well as knowing to keep quiet and look calm. When there is no business that should be done because he has responsibility for himself. He deserves his own responsibility, or he should receive the consequences of his responsibility.

Personnel management according to Brahma Vihara IV is very important in corporate and school administration. If administrators and teachers or staff adhere to Brahma Vihara IV principles in working to create love. More unity in the organization especially school administrators must adhere to this principle by giving love, kindness, compassion, work with honesty and integrity diligence and patience adhering to the righteousness, and is a good role model for personnel in organizations or schools. This will result in personnel intending to work to achieve their goals.

## **9. Conclusion**

Strategies of human resource administration in the modern era is to determine the strategy of personnel management to make employees have competencies and working behavior according to their goals and meets the organization strategy with the new role of personnel manager. Therefore, there must be both a role in strategy formulation and a role in implementing the organization strategy to human resource administration practices including the need to study the Buddhist principles related to personnel management, that is Brahma Vihara IV in order to study the administration according to the principle of compassion, study the administration, study management according to the principle of empathy and study the management according to the principle with a focus on human resource administration of educational institution administrators by applying the concept of human resource administration which is a western concept with the principle of Brahma Vihara IV. This is the four virtues for a person who is a leader in Buddhism, to know the methods of administration that apply useful principles and methods as part of the administration. In addition, in the development of personnel management in educational institutions, it is necessary to use Buddhist principles as a guideline in setting guidelines and direction in administration in order to achieve both efficiency and effectiveness of the work. Brahma Vihara IV principle is used in administration, it will create a good relationship and unity. The introduction of the principles of Brahma Vihara IV which consisted of 1) mercy, desires to be happy, 2) kindly thought, would help to escape suffering, 3) joy when others were good, 4) refrain from indifference to the principles of human management which consists of 1) personnel planning, 2) staffing, 3) maintenance, 4) evaluation both principles have the same purpose: the administration of education with morality and willingness, satisfied and working happily in the organization as the following figure.



**Fig.1** Strategies for Human Resource Administration in educational institutions according to Buddhism

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