



Management of Human Resources

By K.C. Sharma, K. Ghalavand

Regal Publications, New Delhi, 2016. N.A. Book Condition: New. 312pp. This book is presented in the following manner: its Chapter 1 contains Introduction to the subject. Chapter 2 discusses Functions, Policies and Roles of HRM. The 3rd Chapter contains discussion on Nature, Procedures, and Job Analysis as well as Manpower Planning. The 4th Chapter relates to Recruitment Methods and Techniques. The 5th Chapter contains Selection Process of HR. The 6th Chapter relates to Induction, Placement, Transfer, Promotion and Separation. The 7th Chapter contains discussion on Training and Development of Human Resources as also the Nature, Significance, Methods and Techniques of T & D. The 8th Chapter concerns with Performance Appraisal, its Steps, Methods and Counselling.



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