

Personal Management By Cb Mamoria

This book has been written for the students of M.B.A., M.Com., and other Diploma Courses in Management. It would also be useful to the practitioners in the field of Human Resource Management. The book covers the whole syllabus of HRM prescribed by the UGC Course Development Committee on Management. The book makes a presumptions attempt to knead all aspects of HRM logically dividing them into seven sections to enable the readers comprehend the key and vital issues of HRM in a dynamic environment. The Present Book Provides A Comprehensive View On Human Resource Management. It Would Be An Ideal Textbook For Mba/M.Com./Pgdm And Other Postgraduate Courses. Beginning With Introductory Perspectives Of Hrm And Its Evolutive Aspects, The Book Elucidates In An Easily Comprehensible Manner The Concepts Of Human Resource Planning; Job Analysis And Collection Of Job Data; Job Design; Recruitment; Selection And Barriers To Effective Selection; Psychological Testing And Interviews; Placement And Induction Procedure; Training And Management Development; Techniques And Problems Associated With Performance Appraisal; Career Planning; Promotions, Transfer And Demotions; Employee Compensation; Incentives, Benefits And Services; Industrial Relations And Disputes; Employee Grievances; Employee Welfare, Safety And Health; Collective Bargaining; And Global Human Resource Management. The Book Is The First Of Its Kind As It Provides: " Learning Objectives In The Beginning Of Every Chapter." Numerous Exhibits And Examples That Would Help Sustain The Interest Of Readers." Key Terms And Questions Following Each Chapter." A Small Hr Dictionary In The End Of The Book.Surely, The Book Will Provide A Rewarding And Refreshing Experience To Its Readers.

Human resource is the most important asset of any organization and, unlike other resources, human resources can theoretically be developed and increased to a limitless extent. Human resources mean the energies, skills, knowledge and physical strength of the people at work. Human resources comprise the value of the productive capacity of the entire work force of any organization. To be specific and brief, human resource refers to the aggregate of knowledge, skill, experience and health of employees working in any organization. Development of human resources accounts for the development of the human side of an organization. Today, management is absolutely essential for all organizations, irrespective of their origin, nature and ownership. Every enterprise, established with a profit-seeking motive or some social, religious or other purposes, requires efficient management for its sustained progress. But management has been viewed differently by various scholars, depending upon their belief and comprehensions. Some regard it as the force that runs a business and is responsible for its success or failure. Others perceive it as a means for achievement of desired results through group efforts and by utilising both human and non-human resources. Still others deem management to be a process comprising planning, organising, staffing, directing and controlling. Also, some look at it as an instrument for designing and maintaining an environment conducive to the performance of individuals who are working together in a group towards the accomplishment of some predetermined objectives. This study provides an overview on different aspects of human resource management in 15 lessons, explained by experts in this area.

1. Introduction to Human Resource Management, 2. Human Resource Development, 3. The Organising Function of Human Resource Management, 4. Human Resource Policies, Procedures and Programmes, 5. Strategic Human Resource Management, 6. Strategic Control, 7. Productivity and Improvement, 8. Job Analysis and Work Measurement, 9. Job Design and Ergonomics, 10. Human Resource Planning, 11. Recruitment, 12. Selection, 13. Career Planning and Development, 14. Employee Training, 15. Performance Appraisal, 16. Mobility-Transfers, Promotions and Separations, 17. Employee Compensation, 18. Job Evaluation, 19. Legislative Measures for Employee's Compensation, 20. Employee Discipline, 21. Grievance Handling, 20. Trade Unions.

Human Resource Management Strategic Analysis Text and Cases has been designed to provide the comprehensive knowledge about the subject. The book combines the operational as well as the strategic aspects of HRM. it presents detailed coverage of the principles and concepts of HRM including its strategic aspects. The text provides logical and analytical application of the concepts. The strategic analysis involves integrative approach of HRM with strategic management. Case studies have been given at the end of each chapter to make subject more practical and analytical. Salient Features of the book * Covers all relevant topics of HRM * Integrates operational HRM with strategic management * Inspires managerial actions to successfully deal with the challenges and emerging trends in HRM * Provides holistic view of global HRM * Simple and readers friendly language * Invaluable text For The students of MBA, M.Com., and other post graduate students who are specializing in HRM * Useful guide for HR professionals and executives of corporate section

GK Publications has designed quality preparation material for the recruitment of Management Trainees for (Systems). This Book is a complete guide to the examination including practice papers that strictly stick to the exam pattern and syllabus. Along with this book you also get access to 10 online Mock Tests that we are certain, will help the aspirants ace the examination with great ease. Features: 1. 10 Online Mock tests 2. Actual Solved paper 3. Strictly as per the exam pattern and Syllabus

The eBooks is authored by proficient Teachers and Professors. The Text of the eBooks is simple and lucid. The contents of the book have been organised carefully and to the point.

The Pioneering Research Work Contained In This Book Seeks To Combine The Emerging Patterns Of Hrd. The Endeavoured And Enriched Parameters Of Hrd Analysed In This Book May Further Be Utilized For Promoting Hrd, And Research And Development. Prof. B.N. Shukla Formerly University Professor Industrial Relations And Fellow iils

(Geneva)& International Labour Organization (Ilo) Functionary (Switzerland)The Book Entitled Human Resource Development Authored By Dr. Sanjeev Kumar Singh Is A Significant Contribution In The Area Of Human Resource Management. This Book Will Also Be Helpful For Further Research Work In The Area Of Human Resource Development. Prof. Prabhas Kr. Chakrabarti Deptt. Of Management Studies Indian School Of Mines(A Deemed University) DhanbadYour Book Human Resource Development Certainly Has Involved Lots Of Research And Preparations. Congratulations! It Is A Field Which I Greatly Admire. Fr. Carl L. Dincher, S.J.Congratulations! It Is A Very Useful Book. Fr. Kuruvilla V.S.J.Congratulations On What You Have Accomplished And On The Publication Of Your Book Human Resource Development. I Am Much Impressed By It. Fr. G.A. Hess, S.J.Formerly ConsultantXavier Institute Of Management BhubaneswarHuman Resource Development Is The Result Of Several Years Of Pioneering Research On The Subject With A Mission To Providing The Reader With Comprehensive Understanding Of Human Resource Development (Hrd). It Aims At Apprising The Readers Of Hrd S Conceptual Framework Including Interpretations, Interventions, Climate, Strategies, Achievements, Research Parameters, Etc. So That They Fully Comprehend The Multifaceted Dimensions Of Hrd As Well As The Emerging Patterns Of Hrd-Ir Interface In Its True Spirit.It Analyses The Problems Faced By Different Organizations In Developing Their Human Resources And Provides Effective Solutions. It Also Reflects The Depth Of Understanding Of Human Beings As Individuals As Well As Members Of A Group Assigned With Certain Tasks To Be Performed. The Book Would Be Of Immense Value To The Modern Corporate World Which Believes In The Basic Philosophy Of Achieving Good Results And Effecting The Desired Changes Through Trained And Motivated Human Resources.It Will Ideally Meet The Needs Of Students Of Mba, Pm & Ir, Pgdm, Msw, M.A. (Lsw), M.Com., Ca And Cs. The Aspiring Candidates For Ugc National Eligibility Test, Management Trainee Test, And Upsc Exams Will Also Find It Immensely Useful. In Addition, It Will Cater To The Needs Of Personnel And Industrial Relations Managers, Training Managers, Hrd Professionals, Line Managers Of Industries, Management Consultants, Entrepreneurs, Industrialists, And Research Scholars.

For students of commerce and management, this text takes a closer look at personnel management and human resources.

This market-leading text takes a pragmatic approach emphasizing the strategic role of human resources. Comprehensive, research-based coverage includes all major topics identified on the Human Resource Certification Institutes Content Outline. Coverage includes a global chapter, expanded coverage of diversity, new material on performance management, and current hot topics such as self-directed work teams, shamrock organization, broadbanding, competency-based pay systems, job security, violence in the workplace, and how organizational commitment affects production, quality, and service.

CONTENT 1. Introduction to Human Resource Management, 2. Human Resource Policies, Procedure and Programmes, 3. Challenges of HRM (Work Force Diversity, Empowerment, Down Sizing, VRS and HR Information System), 4. Human Resource Planning, 5. Job Analysis, Description and Specification, 6. Recruitment, 7. Selection : Test and Interview, 8. Placement, Introduction and Right Sizing, 9. Employee Training, 10. Management (Executive) Development, 11. Career Planning and Development, 12. Performance Appraisal, 13. Job Changes : Transfers, Promotions and Separations, 14. Employee Compensation, 15. Job Evaluation, 16. Employee Health and Safety, 17. Employee Welfare, 18. Grievance Handling and Redress Industrial Disputes. SYLLABUS Unit-I : Human Resource Management : Concept and Functions, Role, Status and Competencies of HR Manager, HR Policies, Evolution of HRM, Emerging Challenges of Human Resource Management; Work Force Diversity, Empowerment, Downsizing, VRS; HR Information System. Unit-II : Acquisition of HR, Human Resource Planning, Quantitative and Qualitative Dimensions; Job Analysis-Job Description and Job Specification, Recruitment-Concept and Sources; Selection-Concept and Process; Test and Interview; Placement Induction. Unit-III : Training and Development; Concept and Importance, Identifying Training and Development Needs; Designing Training Programme; Role Specific and Competency, Management Development; Career Development. Unit-IV : Performance Appraisal : Nature and Objectives; Modern Techniques of Performance Appraisal, Potential Appraisal and Employee Counselling; Job Changes-Transfers and Promotions. Compensation; Concept and Policies, Job Evaluation; Methods of Wage Payment and Incentive Plans; Fringe Benefits; Performance Linked Compensation. Unit-V : Maintenance; Employee Health and Safety, Employee Welfare, Social Security, Employer-Employee Relations-an Overview, Grievance Handling and Redressal Industrial Disputes, Causes and Settlement machinery.

This Book Deals With Syllabi Prescribed By Indian Universities And Institutes Of Management On B.B.A. And M.B.A. Levels In Personnel Management And Administration. While Matter Has Been Drawn From Authentic And Standard Works Of Indian And Western Scholars, It Has Been Narrated In A Lucid Manner, Free From Technical Jargon. Data Have Been Given To Support Statements. Tables, Figures And Charts Have Been Used To Illustrate Complex Subjects. In Writing This Book, While The Senior Author Has Widely Utilised His Experience In Multinational Corporations, The Junior Authoress Has Utilised Her Vast Knowledge Of Psychology To Make This Book An Ideal Guide, Both In Theory And Practice. It Is A Text-Book For The Students And Reference Book For The Teachers.

Human resources management is essential for any workplace environment and is deemed most effective when a strategic focus is in place to ensure that people can facilitate that achievement of organizational goals. But, effective human resource management also contains an element of risk management for an organization which, as a minimum, ensures legislative compliance. Human Resources Management: Concepts, Methodologies, Tools, and Applications compiles the most sought after case studies, architectures, frameworks, methodologies, and research related to human resources management. Including over 100 chapters from professional, this three-volume collection presents an in-depth analysis on the fundamental aspects, tools and technologies, methods and design, applications, managerial impact, social/behavioral perspectives, critical issues, and emerging trends in the field, touching on effective and ineffective management practices when it comes to human resources. This multi-volume work is vital and highly accessible across the hybrid domain of business and management, essential for any library collection.

This textbook, organised into two parts and comprising 20 chapters, maintains the fundamental concepts of industrial relations and labour legislation in a chronological order. The text apprises the reader with the intricacies of the various concepts, theories, tools and techniques, approaches, methods, legislations and interventions and other concerned mechanisms that are relevant to the maintenance of good industrial relations. While the beginning and middle chapters are based on anatomy of industrial relations, viz. various concepts and approaches to IR, industrial disputes, collective bargaining, trade unions, workers' participation in management, discipline, grievance handling procedure, wage fixation, technological changes, industrial safety, health and hygiene, workers' education, quality circles, structuring of jobs, fringe benefits, labour policy of the Government of India, and so on, the remaining chapters give an analysis of the issues

pertaining to the ILO and its impact on Indian labour legislation, the machinery of labour administration in our country, labour reforms being undertaken since the NDA Government came in power, and labour legislation, including protective and employment legislation, regulatory legislation and social security legislation. The book is intended for the postgraduate students of industrial relations and labour legislation/human resource management/personnel management and industrial relations/business economics/social work/human resource and organisation development/personnel management/public administration and also for the students pursuing postgraduate diploma courses in labour laws, labour welfare and personnel management/labour law and administrative law/personnel management and industrial relations/human resource and management. It is also of immense use to the students opting for executive programme in 'industrial, labour and general law' (offered by ICSI), and similar courses at undergraduate and diploma level.

Cooperative organizations are business undertaking as well as are socially aware associations having broadly announced social duties. Indian Cooperative System lays on a high belief system, and committed to respectable open causes; it essentially needs to accomplish exact financial objectives to understand the destinations. Managing and administering Human Resource in Cooperatives has an additional significance on account of ideologies, organizational aspects, size of societies, range of business activities, non-professional leadership etc. There is a need of intelligent framework and innovative human resource management practices in Cooperative Sector, which can have large effects on business performance. This book provides a practical look at Human Resources Management practices in Cooperative sector from the perspective of Cooperators, Administrators and Manager, in addition to an HR professional. It covers every aspect of HRM and will give them more relevance and an insight in the competitive working environment. This book will be extremely valuable reference source and a guide for positive action for the social researchers, cooperators, policy makers and research association concerned with cooperative sector.

Human Resource Management for the Hospitality and Tourism Industries takes an integrated look at HRM policies and practices in the tourism and hospitality industries. Utilising existing human resource management (HRM) theory and practice, it contextualises it to the tourism and hospitality industries by looking at the specific employment practices of these industries, such as how to manage tour reps or working in the airline industry. It initially sets the scene with a broad review of the evidence of HRM practice within the tourism and hospitality industries. Having identified the broader picture, the text then begin to focus much more explicitly on a variety of HR policies and practices such as: • recruitment and selection: the effects of ICT, skills required specific for the industry and the nature of advertising • legislation and equal opportunities: illegal discrimination and managing diversity • staff health and welfare: violence in the workplace, working time directives, smoking and alcohol and drug misuse • remuneration strategies in the industry: the 'cafeteria award' approach, minimum wage and tipping Human Resource Management for the Hospitality and Tourism Industries is illustrated throughout with both examples of best practice for prescriptive teaching and discussion, and international case studies to exercise problem solving techniques and contextualise learning. It incorporates a user friendly layout and includes pedagogic features such as: chapter outlines and objectives, HRM in practice – boxed examples, reflective review questions, web links' discussion questions and further reading. Accompanying the text are online supplementary lecturer materials including downloadable figures from the book, PowerPoint slides, further cases and extra exercises and points for discussion.

This book is one among the most relevant fields for research and study for students, scholars as well as other researchers. This book is one such initiative that is equipped with MCQ's on Human Resource Management and surely will help the learners up to greater extent in getting latest knowledge and qualifying competitive examinations. The book has been written with one prime objective of providing comprehensive knowledge to those students who are eager to qualify UGC NET/SET/SLET and want to join the prestigious teaching profession.

Part – I : Individual Behaviour | Fundamentals Of Human Behaviour | Personality| Perception | Learning & Behaviour Modification| Attitudes And Values | Motivation Part – li : Groupbehaviour | Interpersonal Behaviour And Transactional Analysis| Group Dynamics | Power, Politics And Status | Leadership Andinfluence | Control | Morale And Job Satisfaction Part – lii :Overall Behaviour | Nature And Types Of Organisations| Organisation And Environment | Nature And Scope Of Organisational Behaviour | Organisational Goals | Organisational Change | Organisation Development | Organisational Climate And Culture| Organisational Conflict | Organisational Effectiveness

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