



Human Resource
Management

Introduction to Human Resource Management



**Mahrukh Mirza
Zaibun Nisa**

Introduction to Human Resource Management

**Mahrukh Mirza
Zaibun Nisa**

**Introduction to Human Resource
Management**

LAP LAMBERT Academic Publishing

Imprint

Any brand names and product names mentioned in this book are subject to trademark, brand or patent protection and are trademarks or registered trademarks of their respective holders. The use of brand names, product names, common names, trade names, product descriptions etc. even without a particular marking in this work is in no way to be construed to mean that such names may be regarded as unrestricted in respect of trademark and brand protection legislation and could thus be used by anyone

Cover image: www.ingimage.com

Publisher

LAP LAMBERT Academic Publishing

is a trademark of

International Book Market Service Ltd., member of OmniScriptum Publishing Group

17 Meldrum Street, Beau Bassin 71504, Mauritius

Printed at: see last page

ISBN: 978-613-9-44655-1

Copyright © Mahrukh Mirza, Zaibun Nisa

Copyright © 2019 International Book Market Service Ltd., member of OmniScriptum Publishing Group

INTRODUCTION TO

HUMAN RESOURCE MANAGEMENT



PROF. MAHRUKH MIRZA

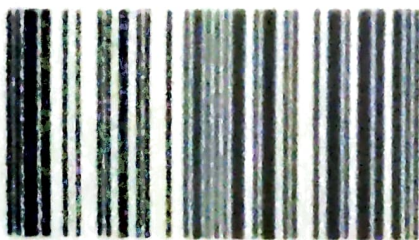
ZAIBUN NISA

CONTENTS

Chapter 1	Human Resource Management	4
Chapter 2	Job Description-Analysis and Evaluation	31
Chapter 3	Human Resource Planning- Concept and Process	54
Chapter 4	Recruitment and Selection	76
Chapter 5	Performance Appraisal	99
Chapter 6	Training and Development	121
Chapter 7	Wage and Compensation	141
Chapter 8	Discipline and Grievance in Industry	168
Chapter 9	Counselling and Mentoring	187
Chapter 10	Workers Participation in Management	204
Chapter 11	Conflicts in Industry	223
Chapter 12	Career and Succession Planning	244
Chapter 13	Industrial Dispute	265

The present book 'Introduction to Human Resource Management' is a compressive book on human resource management & planning. The book includes ample of practice questions, annexures and case studies which facilitates proper understanding of human resource status in industry and corporate in India. The book is designed after considering the syllabus of universities of India providing management and commerce education. The book begins with an insight into the concept of human resource management and strategic planning; meaning, concept, advantages of human resource management. This chapter analysis the HR practice at TATA steel Ltd. followed by Job description, job analysis, Job evaluation, Job specification and Job design. Their process, methods and specimen are given for better understanding of these terms. It also clarifies human resource planning; goals, objectives, purpose of planning and process of human resource planning. This chapter also focuses on the relationship of planning to other personnel processes. The chapter recruitment and selection give detailed view of recruitment & selection process.

Prof. Mahrukh Mirza is a vice-chancellor of Uttar Pradesh state government university at Lucknow city (KMCUAF University) in India. Prof. Mirza has experience of more than twenty five years in academics and has multiple publications, books, national & international conferences to his credit. Ms. Nisa is a research scholar of dept. of commerce.



978-613-9-44655-1