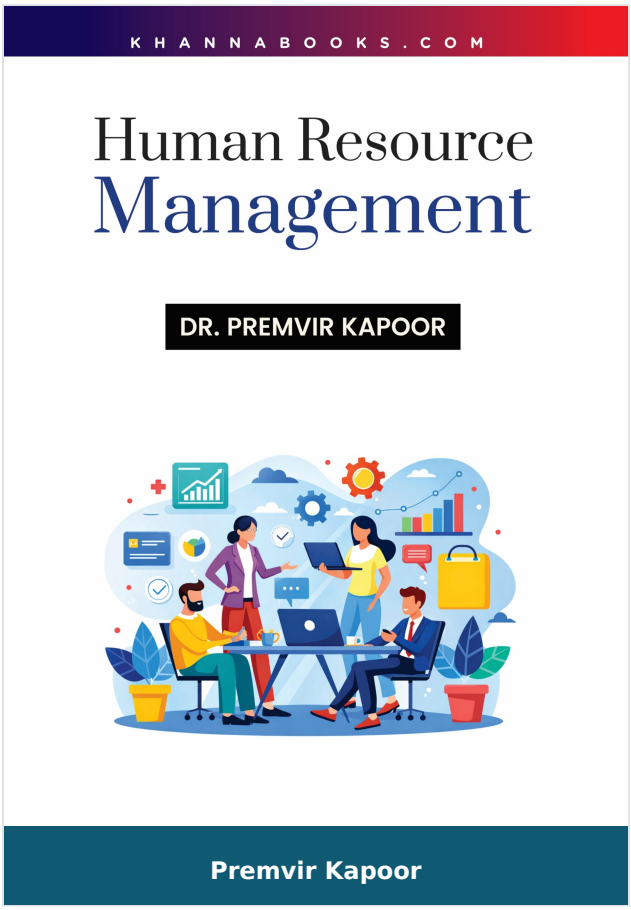

Human Resource Management

Author :	Premvir Kapoor
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Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Product Description

Human Resource Management

Human resource management by Dr. Premvir Kapoor is a comprehensive and forward-looking guide designed to navigate the complexities of managing people in a rapidly evolving global economy. Recognizing that human capital is an organization’s most vital and appreciating asset, the book shifts the focus from traditional, rule-bound personnel management to a modern, humanitarian, and strategic approach. It explores how socioeconomic, technological, and political shifts – such as globalization and the rise of WTO—demand innovative mechanisms for developing employee skills and competencies.

Specifically tailored for students for students of BBA, MBA, and M. Com, the text presents complex concepts in a simple, compact, and easily understandable manner. It bridges the gap between academic theory and professional practice by covering essential topics like job analysis, recruitment, performance appraisal, and the emerging field of human resource Accounting. Whether you are a student preparing for professional examinations or a manager seeking to improve organizational effectiveness through a motivated workforce, this book provides the necessary tools to transform human potential into a source of sustainable competitive advantage.

Salient Features:

- **Strategic Capital Focus**: the text treats human resources as a form of capital and a primary investment, emphasizing that while other resources depreciate, human value appreciates through experience.
- **Comprehensive functional coverage**: it provides an in-depth look at the entire HRM lifecycle, including meticulous processes for manpower planning, recruitment, selection, and induction.

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- **Scientific job Analysis**: The book details systematic methods for job description and specification, utilizing both quantitative and non-quantitative techniques to define roles and responsibilities accurately.
- **Advanced performance metrics**: Readers are introduced to sophisticated evaluation tools such as the balanced scorecard and HR scorecard to link people management directly to business performance.
- **Human Resource Accounting**: It explores modern valuation methods and models, like the lev and schwarts model, to measure the economic value of human resources within financial statements.
- **Organizational Development Insights**: The content emphasizes building an enabling culture through OD interventions, team development, and the use of change agents to faster innovation.
- **Analytical Research tools**: Dedicatied sections on personal research and auditing provide methodologies for evaluating HR effectiveness and ensuring compliance with statutory provisions.
- **Practical Learning Aids**: Each chapter is supported by learning objectives, summaries, and a detailed glossary of key terms to reinforce conceptual clarity and academic retention.

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- Recruitment and Selection
- Training and Development
- Human Resources Development
- Performance Appraisal and Compensation Management
- Employee Relations
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- Human Resource Accounting
- Auditing and Accounting
- Key Terms
- Questions for Review
- Biblography

Author

Premvir Kapoor

Dr. Premvir Kapoor BBM(BHU), MBA(Podar Institute of Management), LLB Delhi, Ph.D(Meerut University), Diploma in Training and Development, ISTD New Delhi, Diploma in Corporate Laws and Secretarial Practice(Indian Law institute New Delhi). He has worked s Director in Sri Ram Institute of Management and IIMT Institute of Management, Greater Noida and Professor of Human Resource Management at IMS Ghaziabad and

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Lingaya University Faridabad. He has been associated with some of the leading Institutes of Company Secretaries of India, Institute of Marketing management, Western U.P Productional Council. He is a member of Indian Law Institute, New Delhi. He has been visiting faculty at various prestigious business schools.

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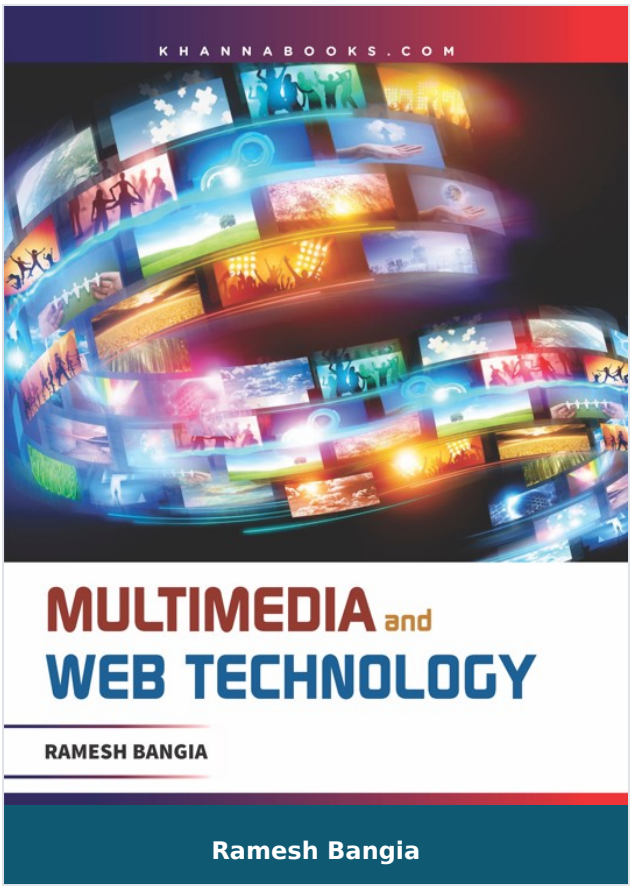

Multimedia & Web Technology

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Product Description

Learning of a software in both easy and difficult. It depends upon what level you are planning to learn. If you are learning only for the working use, then it is very easy. But when you try to go deep into it, then you realise how difficult it is to master it. Internet is such a vast subject that it will take a lot of time to understand it fully. The book has been written in mind to make you aware of the options available and how they can be used. It is like telling the child about the step and stairs. You are the one who is to climb the stair. This book will just guide you how to use the stairs. Suggestion's for Improvement of the book are indeed welcome.

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Ramesh Bangia

Ramesh Bangia, has been writing computer books on various topics. He has written books for Schools. Training Institutes, Technical Universities, Distance Education Programs, Colleges and General. His tally of books exceeds 500 in number. Trained both in India and Abroad and having studied at IIT Delhi, he becomes automatic choice for most of the publishers in India. Though based in Delhi, his books are popular all over India and are even exported to Middle Ease and African countries.

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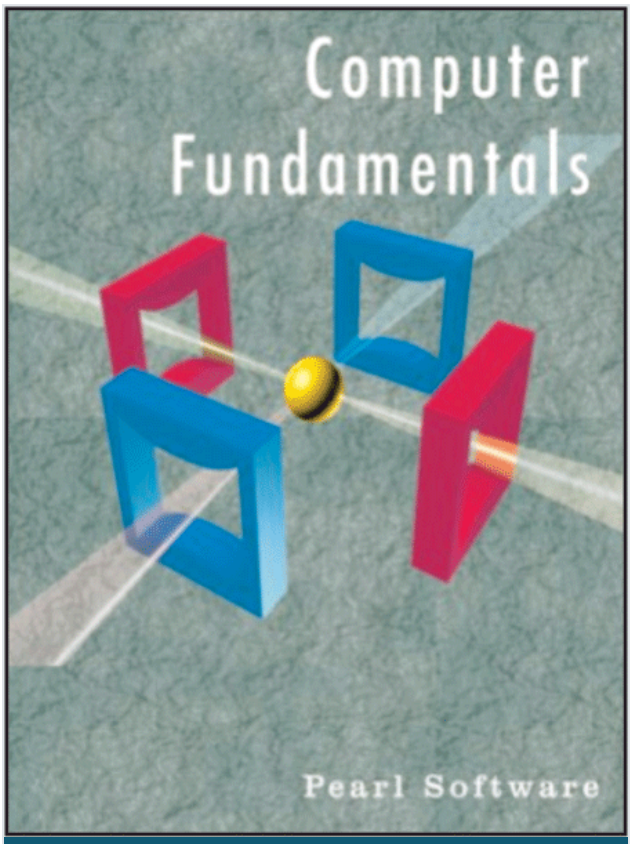

Pearl Software

Computer Fundamentals

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- Local Area Networks
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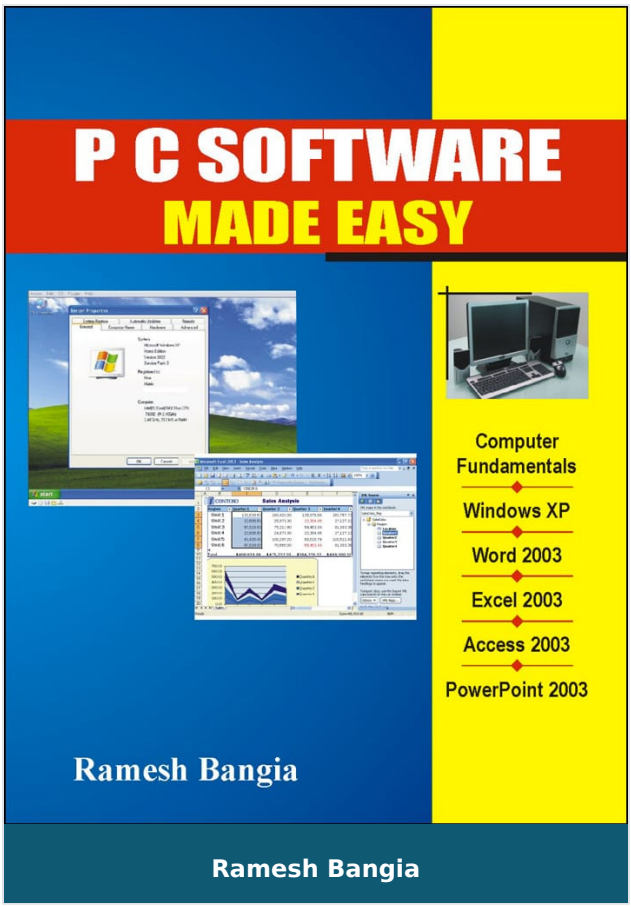

PC Software Made Easy

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Product Description

Learning of a software is both easy and difficult. It depends upon what level you planning to learn. If you are learning only for the working use, then it is very easy. But, when you try to go deep into it, then you realise how difficult it is to master it. This has been written to keep in mind both the aspects, Beginner's as well as professionals would find something worth reading in this: There are basically 9 chapters. each chapter ends with a revision with what has been told in the section and it follows up with the questions related to it. The questions are also divided into 3 categories to test the knowledge of the readers.

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- Excel 2003
- Access 2003
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- Microsoft Frontpage 2003
- Internet and E-mail
- Revision and Questions

Author

Ramesh Bangia

Ramesh Bangia, has been writing computer books on various topics. He has written books for Schools. Training Institutes, Technical Universities, Distance Education Programs, Colleges and General. His tally of books exceeds 500 in number. Trained both in India and Abroad and having studied at IIT Delhi, he becomes automatic choice for most of the publishers in India. Though based in Delhi, his books are popular all over India and are even exported to Middle Ease and African countries.

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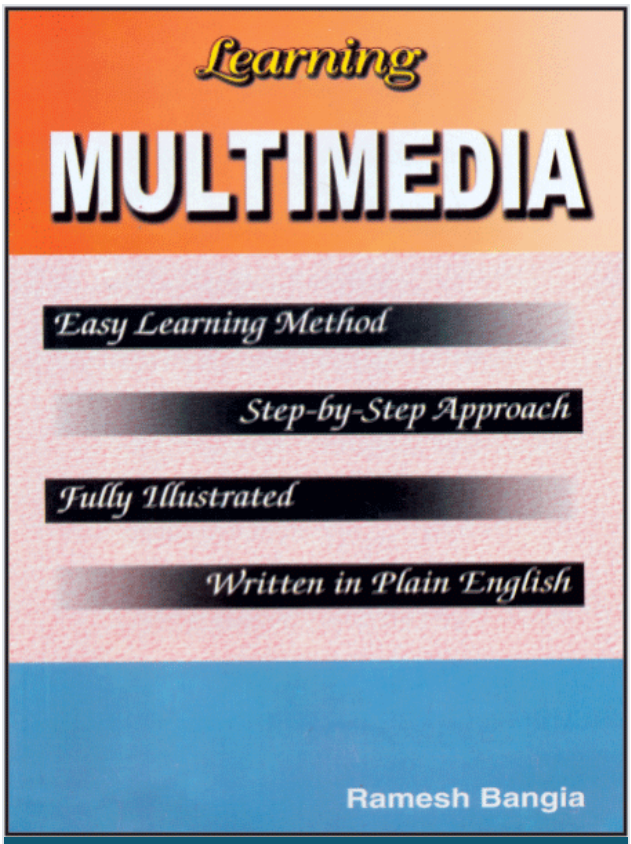

Ramesh Bangia

Learning Multimedia

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- Questions.

Author

Ramesh Bangia

Ramesh Bangia, has been writing computer books on various topics. He has written books for Schools. Training Institutes, Technical Universities, Distance Education Programs, Colleges and General. His tally of books exceeds 500 in number. Trained both in India and Abroad and having studied at IIT Delhi, he becomes automatic choice for most of the publishers in India. Though based in Delhi, his books are popular all over India and are even exported to Middle Ease and African countries.

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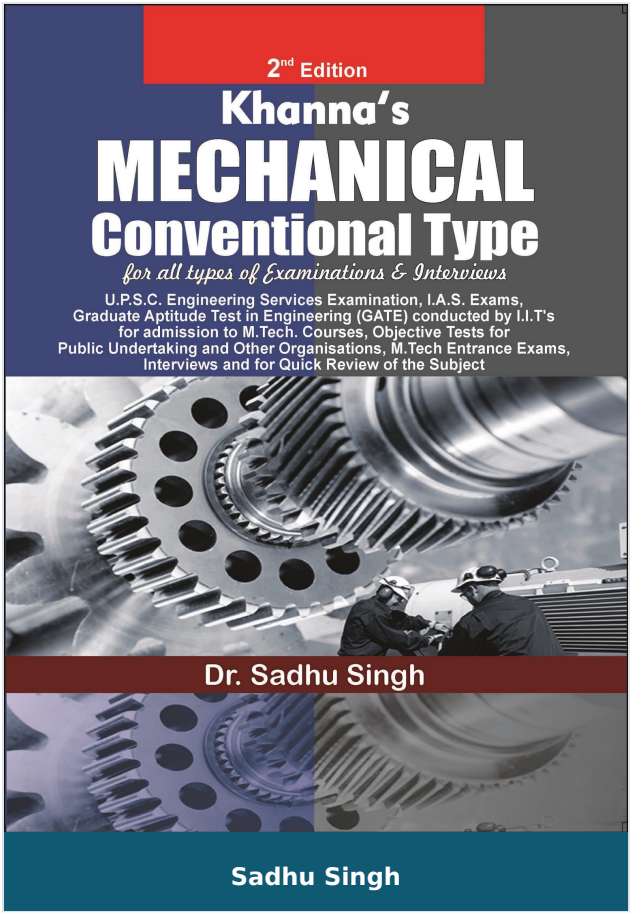

Khanna's Mechanical Conventional Type

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Dr. Sadhu Singh is a retired professor of Mechanical Engineering of Govind Ballabh Pant university of Agriculture & Technology, Pantnagar. He graduated in Mechanical Engineering with Hons, from Punjab University, Chandigarh, M.Sc. (Mechanical Design & Production Engineering) and Ph.D. from Kurukshetra University, Kurukshetra. His teaching experience spans 15 years at Regional Engineering College (now NIT), Kurukshetra and 19 years at Pantnagar University. He has been Professor & Head, Mechanical Engineering Departmentand Dean, Faculty of Engineering & Technology at Pantnagar. He has been Director (Colleges). Punjab Technical University, Jalandhar.

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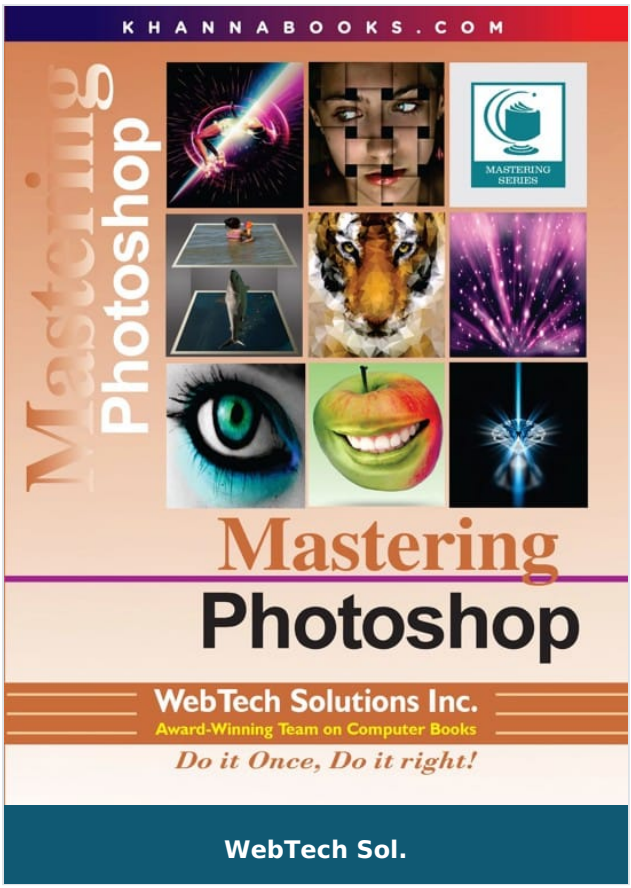

Mastering Photoshop

Author :	WebTech Sol.
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M.R.P :	Rs 398.00
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Product Description

BY way of this book, mastering Photoshop has become faster and easier as all the relevant information and step-by step approach has been followed in simple plain English. It is designed very systemically and logically. The basic concepts have been taught in depth with lots of examples and screen shots. A large number of unsolved as well as solved exercises have been included for the benefit of the readers.

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Author

WebTech Sol.

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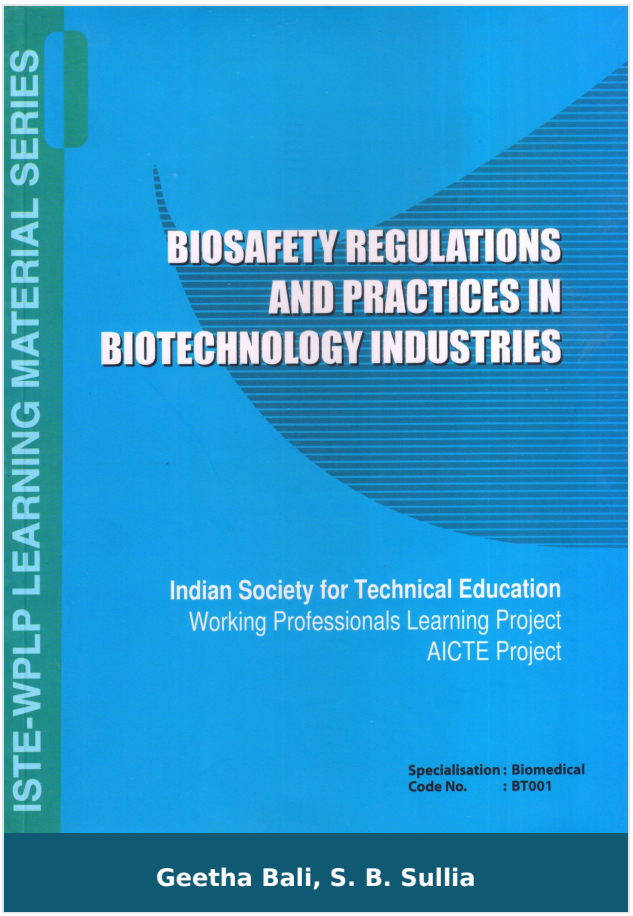

Biosafety Regulations And Practices In Biotechnology Industries

Author :	Geetha Bali, S. B. Sullia
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Product Description

Biotechnology is defined as 'The application of biological methods or processes, to produce products useful to mankind'. It often involves making molecular changes in living things for their better utilization. Plant breeders and fermentation experts have for centuries laboured to improve the crops and microorganisms such as yeasts and bacteria, that produce food and medicine. Plant Breeding and Fermentation Technology, in fact, long preceded the scientific knowledge of Genetics. Modern Biotechnology or Genetic Engineering is the technology that makes possible the transfer of genes (DNA) from one organism to another, thus allowing the recipient organism to express traits or characteristics normally associated only with the donor. The new characteristics that the recipients gain, will never easily come to them through natural processes of gene transfer that occur in nature. Thus the scope for Genetic Engineering is far greater than the conventional techniques employed prior to our understanding of DNA.

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- S. B. Sullia

Author

Geetha Bali

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S. B. Sullia

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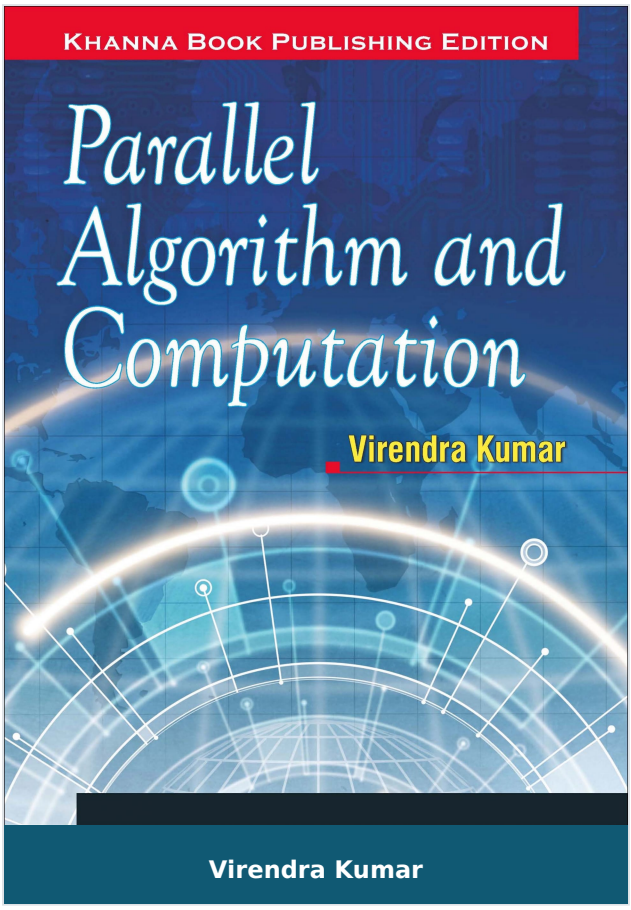

Parallel Algorithm and Computation

Author :	Virendra Kumar
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Edition :	1
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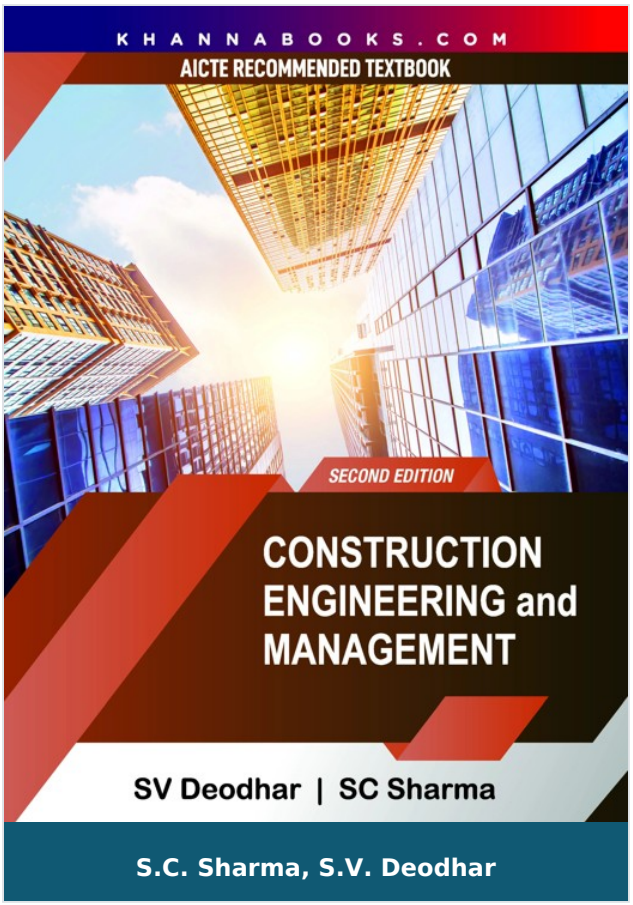

Construction Engineering and Management

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- Earth Moving Equipment,
- Hauling (Transportation) Equipment,
- Concreting Equipment,
- Pumping and Dewatering Equipment,
- Hoisting Equipment (Lifting and Elevating Equipments, and Cranes.

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environmental and rehabilitation & resettlement issues and successfully resolved various complicated issues. He has also worked as consultant for matters related to safety, environment and R & R. He has written about a dozen books on subjects related to engineering and management including management of projects.

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