



PREFACE

Managing human resource effectively is becoming a challenging activity for every business. They cannot function smoothly and utilise all their resources efficiently without a committed and motivated human resource. In the light of the various environmental, organisational, and individual trends affecting HR practices, it becomes essential for the students to have an understanding of the basic concepts of human resource management. This text book has been specifically designed for the undergraduate students of Delhi University to equip them with the knowledge regarding various issues of Human Resource Management in a simplified manner. The book tries to explain the various human resource functions: acquisition, training and development, compensation, performance appraisal, counselling and maintenance of human resource in today's scenario. The various emerging issues, like, the workforce diversity, employees empowerment, health, safety, welfare of employees and separation have also been dealt with carefully.

While writing the book, a special effort was made to put forward all the information in a most simplified and illustrative manner so that it should be easier for the students to grasp the various concepts comfortably. The various unique features of the book are:

- ◆ *Each chapter starts with the learning objectives which provide a preview of what students will learn by reading and studying the chapter.*
- ◆ *Examples from the human resource practices of various organisations are included in the beginning of the chapter itself to relate theory to practice and initiate a discussion.*
- ◆ *Important terms are highlighted in bold face throughout the text for easy recognition and understanding.*

- ◆ *Use of diagrams, tables and graphs has been made to present facts in an illustrative manner.*
- ◆ *At the end of each chapter a concise summary is given to sum up the important concepts in point form.*
- ◆ *Both short and long questions are given at the end of each chapter to give students an opportunity to test their understanding of the material and to apply it. Various questions which are asked over the years in university examinations have also been included.*
- ◆ *Some guidance and reference is also provided to students to help them arrive at answers for the listed questions.*

I have been teaching at undergraduate and postgraduate levels for more than 25 years now. My teaching experience has helped me a lot to write the book from the student's perspective. I have also been benefited by the exchange of views with various teachers, scholars, students and experts in the area while writing this book. I would like to acknowledge their support and encouragement. I even referred to a large number of reference books, journals and periodicals to enrich the content of this book. I am deeply indebted to various authors and scholars whose contributions have been referred to in this book. I would also like to put on record my appreciation for the constant encouragement and support received from my family, especially my husband and my children. This book could have never been completed without their endless support and encouragement. I take this opportunity to express my heartfelt gratitude to the team at Taxmann, my publishers because without their untiring efforts and support the book would have not seen the light of the day.

Though I have made a sincere effort to cover each and every aspect of human resource management required from the student's point of view in the book, but still, it will be my pleasure to receive feedback and constructive suggestions from students and faculty from various colleges. Their suggestions can help me bring improvements in my next edition and make my text more relevant for all.

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