

RE-DEVELOPMENT OF HRM SYSTEM FOR KHALDUNIA HIGH SCHOOL,
ISLAMABAD



By:

Amina Aslam 01-122132-008

Zeeshan Ahmad 01-222132-015

Supervisor:

Nasir Mahmood

Department of Management Sciences

Bahria University, Islamabad

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ABSTRACT

Khaldunia High School, a known private school of Islamabad set out to get their Human Resource Management (HRM) System redeveloped in order to suit the shifting dynamics of today's world. During the process of redevelopment, job descriptions of existing and upcoming key positions were made, along with performance evaluation forms and career progression forms. The hiring policy and the staff rules and regulations were updated according to the standards set by the Government of Pakistan.

For the job descriptions, Functional Job Analysis (FJA) method was used. The evaluation forms were developed by meeting with the job holders and the supervisors in order to identify the Key Performance Indicators (KPIs) which were then incorporated to form customized evaluation forms. In the similar manner, the career progression form was developed. The hiring policy and the rules and regulations were developed by studying various laws of Government of Pakistan and identifying which were applicable on the organization.

Following this project, the above mentioned components of the HRM System were developed according to the international standards and the organization's needs. The system was also developed keeping the changing dynamics of the modern world in mind and was thus made flexible in order to maximize the future utility of the project and organizational requirements.

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