

Human Resource Policies and Procedures Manual

1.1 Purpose of this manual

The purpose of this manual is to provide specific guidelines for the management in daily HR procedures within **Vision4**. It is not intended to prescribe step by step guidance for every eventuality, but defines the policies that the procedures should support. Compliance with these policies and procedures are considered to be a condition of employment at **Vision4**.

The objectives of this HR Manual are to:

- a) Provide detailed information about **Vision4** human resources policies and procedures as well as conditions of employment for its staff;
- b) Set out and communicate the policies and procedures formulated to assist management in making people management decisions and form the basis upon which **Vision4** work culture and environment is developed;
- c) Outline the basic rules, regulations and procedures that bind the employee as part of his/her contract of employment;
- d) Act as a guide for new employees;
- e) Serve as an operating guide for the HR staff to manage employee's affair fairly and consistently
- f) Act as a reference document for the management and staff in handling human resource & administration issues;
- g) Acts as a guideline for the efficient and effective operation activities.

1.2 Scope of this manual

The manual prescribes policies and procedures to be followed by the **Vision4** human resource and operational management as approved by Board of Governors. The Manual has been designed to provide clear and precise guidelines in respect of HR activities.

1.3 Authority and Update of this manual

The project manager with the help of the Board shall be responsible for ensuring timely and accurate modifications/updates to the Manual. No modification shall have effect unless approved and notified by the Board.

All employees shall be considered as have read this manual and any amendments that shall be made as and when necessary. Section Heads shall ensure that all staff below them is made aware of all sections of this Manual which cover their terms and conditions of service. Ignorance of any of these regulations shall not be accepted as an excuse for failure to act upon any matter or comply with the regulations as laid down in the Manual.

The users of the HR manual may suggest changes and amendments to the existing HR policies and procedures with the approval of head of relevant Sections.

Every modification, once approved, shall be circulated by the HR office to relevant management personnel for acknowledgment. HR offices shall maintain a log of all updates.

Although every attempt has been made to anticipate all situations requiring formalized policies, however, circumstances may arise which are not covered in the manual or a situation may warrant deviations from the stated policy. These cases shall be resolved by a decision taken by the Management Committee in order to prevent the appearance of prejudice or bias which may occur if the decision is taken by any one individual.

1.5 Manual Holders

Copies of the Manual shall be provided to the following officials of **Vision4**:

- a) Project manager;

Human Resource Policies And Procedures Manual

C Cleary



Human Resource Policies And Procedures Manual:

Human Resource Policies And Procedures Manual Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has are more apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Human Resource Policies And Procedures Manual**," published by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound impact on our existence. Throughout this critique, we shall delve in to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

<https://staging.conocer.cide.edu/About/virtual-library/Documents/Maytag%20Commercial%20Neptune%20Washer%20Manual.pdf>

Table of Contents Human Resource Policies And Procedures Manual

1. Understanding the eBook Human Resource Policies And Procedures Manual
 - The Rise of Digital Reading Human Resource Policies And Procedures Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Human Resource Policies And Procedures Manual
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Human Resource Policies And Procedures Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Human Resource Policies And Procedures Manual
 - Personalized Recommendations
 - Human Resource Policies And Procedures Manual User Reviews and Ratings

- Human Resource Policies And Procedures Manual and Bestseller Lists
- 5. Accessing Human Resource Policies And Procedures Manual Free and Paid eBooks
 - Human Resource Policies And Procedures Manual Public Domain eBooks
 - Human Resource Policies And Procedures Manual eBook Subscription Services
 - Human Resource Policies And Procedures Manual Budget-Friendly Options
- 6. Navigating Human Resource Policies And Procedures Manual eBook Formats
 - ePub, PDF, MOBI, and More
 - Human Resource Policies And Procedures Manual Compatibility with Devices
 - Human Resource Policies And Procedures Manual Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Human Resource Policies And Procedures Manual
 - Highlighting and Note-Taking Human Resource Policies And Procedures Manual
 - Interactive Elements Human Resource Policies And Procedures Manual
- 8. Staying Engaged with Human Resource Policies And Procedures Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Human Resource Policies And Procedures Manual
- 9. Balancing eBooks and Physical Books Human Resource Policies And Procedures Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Human Resource Policies And Procedures Manual
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Human Resource Policies And Procedures Manual
 - Setting Reading Goals Human Resource Policies And Procedures Manual
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Human Resource Policies And Procedures Manual
 - Fact-Checking eBook Content of Human Resource Policies And Procedures Manual
 - Distinguishing Credible Sources

13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

Human Resource Policies And Procedures Manual Introduction

Human Resource Policies And Procedures Manual Offers over 60,000 free eBooks, including many classics that are in the public domain. Open Library: Provides access to over 1 million free eBooks, including classic literature and contemporary works. Human Resource Policies And Procedures Manual Offers a vast collection of books, some of which are available for free as PDF downloads, particularly older books in the public domain. Human Resource Policies And Procedures Manual : This website hosts a vast collection of scientific articles, books, and textbooks. While it operates in a legal gray area due to copyright issues, its a popular resource for finding various publications. Internet Archive for Human Resource Policies And Procedures Manual : Has an extensive collection of digital content, including books, articles, videos, and more. It has a massive library of free downloadable books. Free-eBooks Human Resource Policies And Procedures Manual Offers a diverse range of free eBooks across various genres. Human Resource Policies And Procedures Manual Focuses mainly on educational books, textbooks, and business books. It offers free PDF downloads for educational purposes. Human Resource Policies And Procedures Manual Provides a large selection of free eBooks in different genres, which are available for download in various formats, including PDF. Finding specific Human Resource Policies And Procedures Manual, especially related to Human Resource Policies And Procedures Manual, might be challenging as theyre often artistic creations rather than practical blueprints. However, you can explore the following steps to search for or create your own Online Searches: Look for websites, forums, or blogs dedicated to Human Resource Policies And Procedures Manual, Sometimes enthusiasts share their designs or concepts in PDF format. Books and Magazines Some Human Resource Policies And Procedures Manual books or magazines might include. Look for these in online stores or libraries. Remember that while Human Resource Policies And Procedures Manual, sharing copyrighted material without permission is not legal. Always ensure youre either creating your own or obtaining them from legitimate sources that allow sharing and downloading. Library Check if your local library offers eBook lending services. Many libraries have digital catalogs where you can borrow Human Resource Policies And Procedures Manual eBooks for free, including popular titles. Online Retailers: Websites like Amazon, Google Books, or Apple Books often sell eBooks. Sometimes, authors or publishers offer promotions or free periods for certain books. Authors Website

Occasionally, authors provide excerpts or short stories for free on their websites. While this might not be the Human Resource Policies And Procedures Manual full book , it can give you a taste of the authors writing style. Subscription Services Platforms like Kindle Unlimited or Scribd offer subscription-based access to a wide range of Human Resource Policies And Procedures Manual eBooks, including some popular titles.

FAQs About Human Resource Policies And Procedures Manual Books

How do I know which eBook platform is the best for me? Finding the best eBook platform depends on your reading preferences and device compatibility. Research different platforms, read user reviews, and explore their features before making a choice. Are free eBooks of good quality? Yes, many reputable platforms offer high-quality free eBooks, including classics and public domain works. However, make sure to verify the source to ensure the eBook credibility. Can I read eBooks without an eReader? Absolutely! Most eBook platforms offer web-based readers or mobile apps that allow you to read eBooks on your computer, tablet, or smartphone. How do I avoid digital eye strain while reading eBooks? To prevent digital eye strain, take regular breaks, adjust the font size and background color, and ensure proper lighting while reading eBooks. What the advantage of interactive eBooks? Interactive eBooks incorporate multimedia elements, quizzes, and activities, enhancing the reader engagement and providing a more immersive learning experience. Human Resource Policies And Procedures Manual is one of the best book in our library for free trial. We provide copy of Human Resource Policies And Procedures Manual in digital format, so the resources that you find are reliable. There are also many Ebooks of related with Human Resource Policies And Procedures Manual. Where to download Human Resource Policies And Procedures Manual online for free? Are you looking for Human Resource Policies And Procedures Manual PDF? This is definitely going to save you time and cash in something you should think about.

Find Human Resource Policies And Procedures Manual :

~~maytag commercial neptune washer manual~~

mazda 6 manual serwis 2005

may june 2013 paper 2 economics 2281

mazda 6 light wiring

~~mazda 3 chiltons manual~~

mazda 121 95 workshop manual

maytag mdb8751bws dishwashers owners manual

maytag dryer repair services

mazda 3 2009 instruction manual

maya user guide 2011

maytag washer codes fh

mazda 626 1990 wiring diagram heater

~~mazda 626 1996 workshop manual~~

maytag front load washer parts diagram

mazda 2 sport 2011 repair manual

Human Resource Policies And Procedures Manual :

bhagavad gita divine song by gita press abebooks - Nov 25 2022

web the bhagavad gita or divine song gita press published by gita press 1893 01 01 1893 isbn 10 8129304376 isbn 13 9788129304377 seller lowkeybooks sma wa

the bhagavad gita or the song divine english and hindi edition - Jun 01 2023

web dec 1 2004 the bhagavad gita or the song divine english and hindi edition gita press 9788129302434 amazon com books 12 99

the bhagavad gita or divine song press gita amazon in books - Sep 23 2022

web the bhagavad gita or divine song hardcover 1 december 2008 hindi edition by press gita author 4 7 99 ratings see all formats and editions

or the song divine arsha vidya center - Nov 13 2021

web the song divine with sanskrit text and english translation gita press gorakhpur 273005 india a unit of gobind bhavan karyalaya kolkata phone

the bhagavadgita or the song divine by gita press - Aug 23 2022

web may 31 2015 the bhagavadgita or the song divine with sanskrit text and english translation 455 by gita press as a book of scripture the bhagavadgita has assumed

or the song divine devotional india - Dec 15 2021

web the song divine with sanskrit text and english translation gita press gorakhpur 273005 india a unit of gobind bhavan karyalaya kolkata phone

gita press gorakhpur the bhagavadgītā or the song - Dec 27 2022

web gita press gorakhpur the bhagavadgītā or the song divine with sanskrit text and english translation by achleshwar books code 455 english along with

or the song divine - Sep 04 2023

web the song divine with sanskrit text and english translation gita press gorakhpur 273005 india a unit of gobind bhavan karyalaya kolkata phone

the bhagavad gita or divine song with sanskrit text and - Jul 02 2023

web dec 1 2008 the bhagavad gita or divine song with sanskrit text and english translation pocket ed 455 english and hindi edition gita press on amazon com

the bhagavadgītā or the song divine with sanskrit - Oct 05 2023

web the bhagavadgītā or the song divine with sanskrit text and english translation by gita press gorakhpur

the bhagavad gita or divine song gita press amazon sg books - Aug 03 2023

web the bhagavad gita or divine song gita press amazon sg books books religion spirituality select delivery location see all buying options have one to sell sell on

gita press bhagvadgita 455 o the bhagavadg tĀ - Jun 20 2022

web notes 455 the or the song divine with sanskrit text and english translation áflê gita press gorakhpur skip to document ask an six rupees only printed published

9788129302434 the bhagavad gita or the song divine - Oct 25 2022

web dec 1 2004 the bhagavad gita or the song divine english and hindi edition by gita press gita press 2004 12 01 hardcover like new

the song divine or bhagavad gita open library - May 20 2022

web jun 2 2017 the song divine or bhagavad gita by jun 02 2017 blazing sapphire press edition paperback

song divine daily gita day 1 youtube - Mar 18 2022

web follow along as we go through song divine a new lyrical rendition of the bhagavad gita one day at a time for a who songdivine com this is day 1

the bhagavad gita or divine song gita press amazon sg books - Apr 30 2023

web hello select your address all

introduction to song divine the bhagavad gita rock - Feb 14 2022

web introduction to song divine the bhagavad gita rock opera lissa coffey 11k subscribers subscribe 1 2k views 1 year ago songdivine com this short

the bhagavad gita or divine song with sanskrit text and - Feb 26 2023

web the bhagavad gita or divine song with sanskrit text and english translation pocket ed 455 english and hindi edition by gita press isbn 10 8129304376 isbn 13

the bhagavadgita the song divine with sanskrit text and - Jan 16 2022

web the bhagavadgita the song divine with sanskrit text and english translation pdf 6fb0urngovq0 gita press book code 455

the bhagavad gita or the song divine english and hindi - Mar 30 2023

web abebooks com the bhagavad gita or the song divine english and hindi edition 9788129302434 by gita press and a great selection of similar new used and

the bhagavad gita or the song divine english and hindi - Jan 28 2023

web the bhagavad gita or the song divine english and hindi edition pocket ed gita press amazon com au books

the bhagavad gita or divine song by gita press jyotish ebooks - Jul 22 2022

web jun 29 2021 the bhagavad gita or divine song by gita press with original sanskrit text and english translation also includes these commentaries the greatness of the gita

song divine coffey talk - Apr 18 2022

web catalog number 911416 the bhagavad gita is the second best selling book and the second most translated book in the world after the bible it was originally written in

hare moon by carrie ryan overdrive ebooks audiobooks and - Nov 06 2022

web apr 5 2011 hare moon ebook an original forest of hands and teeth story the forest of hands and teeth by carrie ryan read a sample format ebook series the forest of hands and teeth author carrie ryan publisher random house children s books release 05 april 2011 subjects horror romance young adult fiction young

the forest of hands and teeth series by carrie ryan goodreads - May 12 2023

web the forest of hands and teeth series by carrie ryan 3 primary works 10 total works book 0 1 hare moon by carrie ryan 3 69 2 248 ratings 233 reviews published 2011 5 editions tabitha can t shake the feeling that something exi want to read rate it book 0 2 flotsam jetsam by carrie ryan

hare moon the forest of hands and teeth 0 1 by carrie ryan - Mar 10 2023

web hare moon book read 225 reviews from the world s largest community for readers tabitha can t shake the feeling that something exists beyond the fences

hare moon by carrie ryan 9780375979996 penguin random - Jul 14 2023

web about hare moon tabitha can t shake the feeling that something exists beyond the fences of her village and when she sneaks out past the gates and down the path into the forest of hands and teeth she meets a boy who teaches her heart things she never knew

hare moon an original forest of hands and teeth story by carrie ryan - Oct 05 2022

web hare moon an original forest of hands and teeth story ebook written by carrie ryan read this book using google play books app on your pc android ios devices download for offline reading highlight bookmark or take notes while you read hare moon an original forest of hands and teeth story

hare moon by carrie ryan epub download allbooksworld com - Dec 27 2021

web jul 4 2022 download hare moon by carrie ryan epub novel free the hare moon is an emotional roller coaster of a story which unfolds in a non linear manner secrets are revealed almost to the end the novel is filled with secrets betrayal loss death forgiveness redemption with love shining through description of hare moon by carrie

hare moon by carrie ryan open library - Jun 01 2022

web hare moon by carrie ryan 2011 delacorte press edition in english it looks like you re offline donate Čeština cs deutsch de hare moon an original forest of hands and teeth story by carrie ryan 0 ratings 0 want to read 0 currently reading 0

hare moon an original forest of hands and teeth story by carrie ryan - Feb 09 2023

web apr 5 2011 product details about the author carrie ryan is the new york times bestselling author of the forest of hands and teeth trilogy that includes the forest of hands and teeth the dead tossed waves the dark and hollow places and the original ebook hare moon

hare moon an original forest of hands and teeth story - Jun 13 2023

web apr 5 2011 hare moon is a short novella focusing on sister tabitha before the event of forest of hands and teeth before she made her choice the novella is set in third person a departure from ms ryan s previous books and this has an effect of making tabitha more distant than mary gabry and annah

download read hare moon 2000 by carrie ryan in pdf - Mar 30 2022

web author carrie ryan book hare moon 2000 in pdf epub review 1 0 5 of the forest of hands and teeth ser

hare moon the forest of hands and teeth 0 1 by carrie ryan goodreads - Aug 15 2023

web hare moon carrie ryan 3 69 2 219 ratings225 reviews tabitha can t shake the feeling that something exists beyond the fences of her village and when she sneaks out past the gates and down the path into the forest of hands and teeth she meets a boy who teaches her heart things she never knew

hare moon by carrie ryan free download read online books at - Apr 30 2022

web hare moon an original forest of hands and teeth story is set in the barricaded village of the forest of hands and teeth but takes place years before the novel began tabitha an adult character in the first book is a teenager who dreams for there to be more to her world

hare moon quotes by carrie ryan goodreads - Feb 26 2022

web hare moon by carrie ryan 2 220 ratings 3 69 average rating 225 reviews open preview hare moon quotes showing 1 1 of 1 it isn't the young men who call to her at night it's the forest it's the whisper of the trees that there's something else outside the fences

hare moon by carrie ryan romance io - Sep 04 2022

web rated 3 7 5 stars hare moon is tagged as contemporary young adult paranormal dystopian futuristic fantasy it is the 0th book in the the forest of hands and teeth series blurb tabitha can't shake the feeling that something exists beyond the fences of her village and when she sneaks out past the gates and down the path into the forest of hands

hare moon forest of hands and teeth by carrie ryan - Jan 08 2023

web hare moon 2011 a book in the forest of hands and teeth series a novella by carrie ryan buy from amazon search sorry we've not found any editions of this book at amazon find this book at tabitha can't shake the feeling that something exists beyond the fences of her village

hare moon on apple books - Dec 07 2022

web from new york times bestselling author carrie ryan comes an original story of love after the return

hare moon ebook by carrie ryan rakuten kobo - Aug 03 2022

web hare moon preview now save preview 108 in young adult ya horror 6725 in young adult ya 6880 in kids teen hare moon an original forest of hands and teeth story by carrie ryan series forest of hands and teeth trilogy synopsis tabitha can't shake the feeling that something exists beyond the fences of her village

bougainvillea and hare moon by carrie ryan the book rat - Jul 02 2022

web sep 23 2010 bougainvillea and hare moon by carrie ryan in place of the dead tossed waves which has still not come in at the library for me today's review is going to be a multi parter part i a couple of carrie ryan short stories to substitute for tdtw

hare moon author carrie ryan random house children's - Apr 11 2023

web hare moon is a part of the forest of hands and teeth trilogy collection tabitha can't shake the feeling that something exists beyond the fences of her village and when she sneaks out past the gates and down the path into the forest of hands and teeth she meets a boy who teaches her heart things she never knew

carrie ryan books - Jan 28 2022

web scenic route flotsam jetsam a game of firsts almost normal hare moon what once we feared bougainvillea edited by carrie foretold 14 tales of prophecy and prediction

el iris de tus ojos revela tu salud terra de libros - Jul 02 2022

web nov 21 2022 listen free to el iris de tus ojos revela tu salud audiobook by manuel lezaeta acharán with a 30 day free

trial stream and download audiobooks to your

[el iris de tus ojos revela tu salud manuel lazaeta pdf](#) - Mar 30 2022

web apr 14 2005 el autor de el iris de tus ojos revela tu salud con isbn 978 84 352 0692 1 es manuel lezaeta acharán esta publicación tiene ciento sesenta páginas la

el iris de tus ojos revela tu salud casa del libro latam - Oct 05 2022

web el iris de tus ojos revela tu salud by manuel lezaeta acharan february 1997 pax mex editorial edition hardcover in spanish español

el iris de tus ojos revela tu salud google books - Jul 14 2023

web sinopsis de el iris de tus ojos revela tu salud la iridología y su descubrimiento examen del iris revelaciones del iris diagnóstico anatómico y funcional por el iris

[el iris de tus ojos revela tu salud autodiagnóstico por el iris](#) - Jan 08 2023

web may 28 2013 partiendo del principio de que los órganos digestivos constituyen la oficina donde se fraguan la salud y la vida del cuerpo y apoyado en los el iris de tus ojos

loading interface goodreads - Nov 25 2021

web jan 1 2000 no es un libro que sea muy útil para aprender a diagnosticar a través del iris por el problema que cite antes que los dibujos son pobres y no se corresponden con el

el iris de tus ojos revela tu salud paperback - Oct 25 2021

web el libro el iris de tus ojos revela tu salud de manuel lezaeta acharan en casa del libro descubre las mejores ofertas y envíos gratis

el iris de tus ojos revela tu salud open library - Sep 04 2022

web enfermedad suporie y tambien local en el punto u organo mas afectado nils liljequist trabajo toda su vida en el estudio s comprende entonces que el iris no permanezca in

[el iris de tus ojos revela tu salud librerías gandhi](#) - Apr 30 2022

web el iris de tus ojos revela tu salud manuel lazaeta título original el iris de tus ojos revela tu salud manuel lazaeta cargado por paolo di pinto copyright attribution

el iris de tus ojos revela tu salud autodiagnóstico por el iris - Dec 07 2022

web el iris de tus ojos revela tu salud de manuel lezaeta acharan y una gran selección de libros arte y artículos de colección disponible en iberlibro com

el iris de tus ojos revela tu salud autodiagnóstico por el iris - May 12 2023

web may 28 2013 el iris de tus ojos revela tu salud autodiagnóstico por el iris spanish edition lezaeta acharan manuel

9789688602171 amazon com books books

el iris de tus ojos revela tu salud pdf decida - Aug 15 2023

web may 28 2013 el iris de tus ojos revela tu salud autodiagóstico por el iris el iris de tus ojos revela tu salud más que ningún otro método natural la que hoy a

el iris de tus ojos revela tu salud librería agapea - Feb 26 2022

web el iris de tus ojos revela tu salud autodiagóstico por el iris spanish edition by lezaeta acharan manuel and a great selection of related books art and collectibles

el iris de tus ojos revela tu salud casa del libro - Sep 23 2021

el iris de tus ojos revela tu salud manuel lezaeta acharan bwv 82 - Dec 27 2021

web discover and share books you love on goodreads

spanish el iris de tus ojos revela tu salud audiobooks com - Jun 01 2022

web el iris de tus ojos revela tu salud de manuel lezaeta acharán en librerías gandhi libros en gandhi con envío gratis siempre el iris de tus ojos revela tu salud en librerías

el iris tus ojos revela tu salud used abebooks - Jan 28 2022

web el iris de tus ojos revela tu salud manuel lezaeta acharan bwv 82 82 pages pdf 15 5 mb iris revela ojos lezaeta acharan

el iris de tus ojos revela tu salud autodiagóstico por el iris - Feb 09 2023

web el iris de tus ojos revela tu salud autodiagóstico por el iris lezaeta acharan manuel amazon com mx libros

el iris de tus ojos revela tu salud kağıt kapak amazon com tr - Mar 10 2023

web may 28 2013 buy el iris de tus ojos revela tu salud autodiagóstico por el iris by manuel lezaeta acharan author isbn 9789688602171 from amazon s book store

lezaeta manuel el iris de tus ojos revela tu salud - Aug 03 2022

web un texto que fomenta mantener la buena salud a través de poner atención en el iris y descifrar las alertas conoce la iridología y su descubrimiento partiendo del principio de

el iris de tus ojos revela tu salud casa del - Jun 13 2023

web amazon com el iris de tus ojos revela tu salud autodiagóstico por el iris spanish edition 9789688602171 lezaeta acharan manuel libros

iris tus ojos revela salud de lezaeta acharán manuel iberlibro - Nov 06 2022

web sinopsis de el iris de tus ojos revela tu salud la iridología y su descubrimiento examen del iris revelaciones del iris diagnóstico anatómico y funcional por el iris

el iris de tus ojos revela tu salud autodiagóstico por - Apr 11 2023

web el iris de tus ojos revela tu salud lezaeta acharan manuel amazon com tr kitap