

PAPER VI: PERSONNEL MANAGEMENT

CHAPTER:

1. Introduction, Definition-Functions, Objectives-Scope of Personnel Management, Role of Personnel Managers, Qualities of Personnel Managers.
2. Personnel Management status in Indian context-Place and Growth.
3. Man Power Planning-Job Analysis-Job Description-Job Specification.
4. Recruitment and Selection-Meaning-Methods and Sources - Selection procedure. Induction and Placement.
5. Employee Training and Executive Development-Methods and Objectives.
6. Promotion Policies and Criteria-Demotion-Transfer-Job Satisfaction-Job Enlargement and Enrichment.
7. Absentism and Employee Turnover-Causes, Consequences and Remedial Measures.
8. Wage and Salary Administration-Methods of Wage Payment-Minimum, Fair and Living Wage Concepts-Wage Incentive Schemes-Profit Sharing-Payment of Bonus.

BOOKS FOR STUDY AND REFERENCE

1. C.B.MEMORIA-PERSONNEL MANAGEMENT
2. ARUN MONAPPA AND MIRZA SAIYADAIN-PERSONNEL MANAGEMENT
3. DAVAR.R.S-PERSONNEL MANAGEMENT AND INDUSTRIAL RELATION.
4. BHAGOLIWAL.T.N.-ECONOMICS OF LABOUR AND SOCIAL WELFARE.
5. S.C.SAXENA-PERSONNEL MANAGEMENT.
6. ELIPPO-PERSONNEL MANAGEMENT