

ELECTIVE COURSE IV – PERSONNEL MANAGEMENT

Module I : Personnel Management – Meaning – Scope – Importance – Characteristics – Objectives – Pre-requisites – Tools and Techniques – Functions – Classifications – Functional areas – Personnel policy – Procedures and Programmes – Organisational Structure – Personnel records – Reports – Audit and Research

Module II: Human Resource Planning – Recruitment and selection procedures – Psychological testing – Interviews – Placement and induction – Promotion – Demotion – Transfer – Separation – Absenteeism – Turnover – Training – On the job – Off the job techniques.

Module III: Job Evaluation – Objectives – Principles – Basic procedure – Advantages – Limitations – Job evaluation methods – Salary Administration purpose – Rules – Influencing factors – Wage and Salary – Good wage plan – Wage differentiates – Rewards and Incentives – Types and features – Employee Benefits and Services.

Module IV: Functions of Group dynamics – Types of groups – Characteristics – Functions and goals – Meaning and types of human needs – Objectives of motivation – Job security – Job loading – Job achievement – Quality of work – Guidelines for motivating employees and managers – Objectives of communication – Functions and responsibility of a leader – Need for grievance procedure – Aims of disciplinary action – Guidelines of a disciplinary action.

Module V: Causes and procedure for dispute settlement objectives of industrial relations – Role and objectives of Trade union – Essentials of a successful Trade union – Industrial accidents – Industrial Health – ILO'S model of Employees safety.

STUDY MATERIALS

1. Mamoria CB and Utai Pareek – Personnel Management
2. Pavar – Personnel Management
3. Agarwal R.D. – Dynamics of Personnel Management of India
4. Dale – Personnel Management