

Personnel Management

I. Management : Concept, elements, principles and functions of management.

Management thoughts : Henry Fayol, F.W.Taylor, Barnard, Peter Drucker and Herbert Simon.

II. Human Resource Management : Definition, Scope, Evolution and functions.

Human Resource policy : Formulation and implementation: Duties, responsibilities and qualities of Human Resource Manager and Challenges for 21st Century.

III. Human Resource Functions : Human Resource planning, Recruitment, Selection, induction and placement, promotion, transfer, job analysis, training, performance appraisal; Discipline and disciplinary procedure, personnel records and personnel research, Application of computers in HRM, HR Accounting.

IV. Wage and Salary Administration :

Job evaluation : Definition, objectives, methods, advantages and limitations; Wage and salary Administration : Nature and purpose, process of wage determination, wage structure and principles; Theories of wages: Concepts of wages, wage differentials; Financial and non-financial incentives, Dearness Allowances, Fringe benefits, Bonus and Profit share.

V. Industrial Social Work : Meaning, scope and relevance; Application of social work methods in Industrial sector. Labour problems and Industrial counselling in industries and working with the families of the industrial workers: meaning, scope, relevance, advantages and disadvantages.

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