

ALLIED COURSE VI - PERSONNEL MANAGEMENT

UNIT - I

Meaning and definition and Personnel Management - Characteristics, Scope, Objectives - Principles of Personnel Management - Functions of personnel department - Managerial and operative functions.

UNIT - II

Basics and needs of Manpower Planning - Factors affecting Manpower Planning - Steps in Manpower Planning - Recruitment, selection and placement of personnel Job analysis, Job description, Job specification, Job evaluation - Interviews and Tests.

UNIT - III

Promotion, Transfer - Methods of Training.

UNIT - IV

Motivation - importance and characteristics - positive and negative motivation - Theories of motivation.

UNIT - V

Concept of leadership - Theories of leadership - leadership qualities.

Books for Reference:

1. Personnel Management: CB Memoria
2. Advanced Personnel Management - Ahuja
3. Industrial Relations of Personnel Management - Tripathi
4. Personnel Management & Industrial Relations - Chaabra Taneja and Singh
5. Personnel Management - Arun Monopa.