

Paper Code:102 Personnel Management

M.M 100

- Unit – I Personnel Management – Concepts, roles and functions importance and scope of personnel management in India
- Unit – II Manpower planning, personnel policies and procurement of personnel, discipline
- Unit – III Promotion, demotion, job enrichment and job enlargement
- Unit – IV Safety health and employees service programs grievance, records and research
- Unit – V Participatory Management techniques and interpersonal relations.

Books recommended:

- P.C.Tripathi- Personnel Management.
- Memoria & Dashora- Sevivarigia Prabandh.
- E.B.Fillppo-Principles of Personnel Management.
- C.B.Memoria-Personnel Management (Himalaya).
- K. Ashwathappa-Human Resource Management.

