
SYLLABI-BOOK MAPPING TABLE

Personnel Management

Syllabi

Mapping in Book

UNIT I

Personnel Management: Definition, nature, objectives, changing scope of personnel management. Challenges to modern personnel management. Personnel Management environment in India, Role of Personnel Management in Organization, Personnel functions, personnel policies.

Unit 1: An Overview of Personnel Management
(Pages: 3-66)

UNIT II

Procurement: job analysis, job description, job specification, Human Resource Planning - Significance & Process, Recruitment - Sources & methods, Selection - criteria and process, induction training.

Unit 2: Procurement and Human Resource Planning
(Pages: 67-113)

UNIT III

Development: Concepts of Training and Development, Need for and benefits of training, Assessing training needs, training techniques, Management Development - Nature & purpose, Approaches for developing managers - Job Rotation, Coaching, Junior Board & Case method, Role playing, Management Games, Career planning, Managing promotions & transfers.

Unit 3: Training and Development
(Pages: 115-224)

UNIT IV

Compensation: Objectives, Compensation, Factors influencing compensation, components of pay structure, Methods of pay fixation, Incentives-financial, Incentives for the employees, managers, Organization wide Incentive plans, employee benefits & services, performance appraisal-techniques, problems and issues.

Unit 4: Compensation
(Pages: 225-313)
