

5. George CS : "Management in Industry" (PHI)
6. Koepke CA: "Plant Production Control" (Wiley)
7. Mundel ME : "Motion and Time study" (PHI)
8. Deshpande AS : "Factory Management" (VORA)
9. Starr MK : "Production Management System" (PHI)
10. Starr & Miller : "Inventory Control" (PHI)
11. McCormick : "Human Factors Engineering" (McGraw Hill)
12. Morgan, etc : "Human Engineering Guide" (McGraw Hill)



5604 – PERSONNEL ADMINISTRATION									
Teaching Schedule Per Week			Progressive Assessment	Examination Schedule (Marks)					
Lectures	Practical	Credits		Theory		Practical Ex.		Total	
4	-	4	25	3 Hrs	100	-	-	125	
Pre-requisite		Source	Semester	Theory	Test	Total	TW	PR	Gr Total
NIL		MOP		75	25	100	25	-	125

RATIONALE: Through this course, students are to be made aware about various problems in personnel management area and how to solve procedures.

COURSE CONTENT		Hrs	Mks
1. NATURE OF PERSONNEL MANAGEMENT		10	15
Concept, Scope and functions, Challenges			
2. HUMAN RESOURCES DEVELOPMENT		20	25
Man power planning, Recruitment & selection test and procedures, Induction and training, In-house training, Performance appraisal system, (including M.B.O.), Promotion and increment policy, Career planning, Vocational Guidance, Human Engineering.			
3. COMPENSATION		12	20
Factors affecting compensation, Wage Policy and wage Boards, Job Evaluation & work measurement, Grade fixation and routing, Relating wages with price index, Perquisites, voluntary retirement scheme.			
4. PERSONNEL PROBLEMS		12	20
Absenteeism and employee turnover, Enforcement of Discipline, Disciplinary action, Procedure, domestic Enquiry & Role of enquiry officer, Standing orders, Major and minor penalties, Health and safety.			
5. RECORDS & DOCUMENTS		10	20
Maintenance of service files, Drafting of charge sheet, Suspension orders Orders of Punishment, Enquiry Report, Model standing orders, Drafting recruitment Advertisement, Appointment letters, Bond of service, Wage and Salary records, E.S.I./P.F./Gratuity/ Pension and Bonus.			
Total		64	100

NOTE: Short answer type questions shall be asked, Adequate internal choice is to be provided.

REFERENCE BOOKS

1. Megginson : "Personnel & Human Resources Adm." (IRWIN)
2. Flipppo : "Principles Of Personnel Management" (McGraw Hill)
3. Mamoria : "Personnel management"