SEMILLAR

- Presentation of Project Title
- Design of Project Title
- Analysis of Project Title
- Documentation of Project Title
- Number of Project Title
- Evaluation of Project Title
- Computer Trends
- Computer Fundamentals
- MIS
- CJS

SUGGESTED READING

- Theory of Effective Communication
- Seminar on Basic Management Skills
- Elements of Effective Communication
- To develop self-confidence and overcome stage fear.
- To provide opportunities for practicing in effective seminars.
Building effective communication

1. Improvement of Written and Oral Communication
   - Human Resource Management Communication Meaning
   - Examination of Written And Oral Communication Meaning

2. Organizational Structure and Staff Responsibility
   - Communication of Organizational Structure and Staff Responsibility
   - Examination of Organizational Structure and Staff Responsibility
   - Linkage of Communication and Staff Responsibility

3. Organizational Structure and Linkage
   - Examination of Organizational Structure and Linkage

4. Organizational Structure and Linkage
   - Examination of Organizational Structure and Linkage

CONTENTS

OBJECTIVE

MANAGEMENT CONCEPTS

FIRST SEMESTER

Detailed Course Outlines
PERSONNEL MANAGEMENT

Contents:

1. Human Resource Management
   1.1 Personnel Administration
   1.2 Industrial Relations
   1.3 Employee Relations
   1.4 Employee Benefits
   1.5 Employee Training

2. Information Systems in HRM
   2.1 Data Collection
   2.2 Data Analysis
   2.3 Data Interpretation
   2.4 Data Presentation

3. Personnel Policies
   3.1 Wage Structure
   3.2 Benefits Program
   3.3 Compensation
   3.4 Employee Benefits

4. Personnel Standards
   4.1 Performance Appraisal
   4.2 Training and Development
   4.3 Staffing
   4.4 Employee Relations

5. Personnel Records
   5.1 Personnel Files
   5.2 Personnel Records Management
   5.3 Personnel Records Security

6. Personnel Management
   6.1 Personnel Planning
   6.2 Personnel Placement
   6.3 Personnel Development
   6.4 Personnel Evaluation

7. Personnel Costs
   7.1 Cost of Recruitment
   7.2 Cost of Placement
   7.3 Cost of Training
   7.4 Cost of Development

8. Personnel Policies
   8.1 Employment Policies
   8.2 Equal Employment Opportunity
   8.3 Employee Rights
   8.4 Employee Grievances

9. Personnel Administration
   9.1 Personnel Records
   9.2 Personnel Files
   9.3 Personnel Security
   9.4 Personnel Surveys

10. Information Systems in HRM
    10.1 Data Collection
    10.2 Data Analysis
    10.3 Data Interpretation
    10.4 Data Presentation

Special Reference to ERP & CRM

Central Manager Information System Design System with
Personnel Information System Support Services, Manager and Cooperate
Information Systems Protocol Framework, Administrative Cases

NOTE: One case study to be given to the paper