

**B.A. II Year Semester – III**  
**PERSONNEL ADMINISTRATION - Paper No. V**

<b>Course Content:</b>	<b>Periods</b>
<b>Unit-1</b>	
<b>Personnel Administration –</b> Meaning, Importance and Scope	<b>10</b>
<b>Unit -2</b>	
<b>Recruitment –</b> Meaning, Direct & Indirect Recruitment	<b>10</b>
<b>Unit-3</b>	
<b>Training –</b> Meaning, Objectives & Types	<b>15</b>
<b>Unit- 4</b>	
<b>Promotion –</b> Meaning, Principles of Promotion (Merit & Seniority)	<b>10</b>
<b>Unit -5</b>	
<b>Retirement –</b> Meaning, Need and Benefits of Retirement	<b>10</b>