

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

Course Content: **Periods**

Unit-1

Personnel Administration – **10**
Meaning, Importance and Scope

Unit -2

Recruitment – **10**
Meaning, Direct & Indirect Recruitment

Unit-3

Training – **15**
Meaning, Objectives & Types

Unit- 4

Promotion – **10**
Meaning, Principles of Promotion
(Merit & Seniority)

Unit -5

Retirement – **10**
Meaning, Need and Benefits of Retirement