

**SARDAR PATEL UNIVERSITY**  
**Programme & Subject: Master of Labour Welfare (MLW)**  
**Semester: III**  
**Syllabus with Effect from: June - 2015**

<b>Paper Code: PA03EMLW01</b>	<b>Total Credit: 3</b>
<b>Title Of Paper: General &amp; Personnel Administration</b>	

Unit	Description in Detail	Weightage (%)
<b>(A) General Administration</b>		
I	Nature and scope of Administration: Definition and meaning; Administration and Management; Approaches to Management; Management as a process.	10%
II	Administrative Functions: Planning, Organizing, Communicating; Motivating; Directing and Controlling.	10%
III	Significant Administrative ideas – Weber, Taylor, Elton Mayo, Barnard, Henry Grante, Henry Focol, F.A. Helsey.	10%
IV	Role of managers, his work, skills and effectiveness; Top management, its structure, strategies, role in administrations.	10%
<b>(B) Personnel Administration</b>		
I	Nature, concept, definition, status, scope and significance of Personnel Administration in India.	05%
II	Organizational set-up and functions of Personnel Administration, its historical background and the factors influencing on the personnel functions, Profile of a good personnel manager.	10%
III	Manpower planning, Job analysis, Job descriptions and Job specification, Rank and position classification, Evaluation of jobs.	10%
IV	Human Resources Development: Problems and procedure of Recruitment, Training and Development, Identification of training needs, Methods of training and Evaluation of training, Performance Appraisal, Promotion, Transfer and Separation.	10%
V	Wage and salary administration: Fixation of salary, Methods of payment of wages, Job evaluation, Financial and non-financial incentives.	10%
VI	Conditions of services, Hours of work, Leave, Overtime, Benefits, Retirement and Old age benefits, Housing, Medical care and other welfare measures.	05%
VII	Code of conduct: Discipline maintenance, Political right to demonstration and strike, Disciplinary action and procedures, Provision for appeals, Labour participation in Management.	05%
VIII	Future of Personnel Management, Introduction to Concept and Philosophy of HRD.	05%

**Basic Text & Reference Books:-**

**(A) General Administration**

- Marx F.M. : Elements of Public Administration.
- Avasthi A. : Public administration.
- Handy C.B. : Understanding Organisation.
- R. Prasad : Administrative Thinker.



- L.M. Prasad : Principles of Management.
- S.A. Sheralkar : Management.
- Peter F. Drucker : Art of Management.
- P.C. Tripathi : Essentials of Management.
- George R. Terry : Principles of Management.

**(B) Personnel Administration**

- Mirza S. Saiyaddin : Human Resource Management.
- V.P. Micheal : Human Resource Management.
- S.K. Bhatia : Principles and Techniques of personnel Management.
- D. Agarwala : Manpower Planning, Selection, Trg. And Development.
- P.C. Tripathi : Personnel Management and Industrial Relations.
- Arun Monappa : Manaing Human Resources.
- P. Subbarao : Essential of Human Resource Management and Industrial Relations.
- P.C. Tripathi : Personnel Management and Industrial Relations.
- A.M. Sarma : Personnel and Human Resource Management
- R.S. Davar : Personnel Management and Industrial Relations.
- C.B. Memoria : Personnel Management.
- Rudrabasvaraj M.N. : Dynamics of Personnel Administration.

