



- 1.0 **Purpose:** The purpose of establishing this procedure is to ensure identification of training needs and to provide training for personnel whose work affects Conforming to product Requirement. The purpose also includes empowering human resources through a process of motivation.
- 2.0 **Scope:** Applicable to all personnel in the organization and covering the QMS related trainings.
- 3.0 **Responsibility:** HR Head, Training In charge & Respective Department head.
- 4.0 **System:**

What is Personnel Management?

- It is defined as obtaining, using and maintaining a satisfied workforce.
- It is the planning, organizing, compensation, integration and maintenance of people for the purpose of contributing to organizational, individual and societal goals.
- It is that part which is primarily concerned with human resource of organization.

- **Elements of Personnel Management**

- *Organization*

- Organization is said to be the framework of many activities taking place in view of goals available in a concern. An organization can be called as a physical framework of various interrelated activities.

- *Job*

- - The second element, i.e., jobs tell us the activities to be performed in the organization. It is said that the goals of an enterprise can be achieved only through the functional department in it.

- *People*

- The last and foremost element in personnel management is people. In an organizational structure, where the main aim is to achieve the goals, the presence of manpower becomes vital.

- **Roles Of Personnel Manager**

- Personnel manager is the head of personnel department.
  - He performs both managerial and operative functions of management.
  - Personnel manager provides assistance to top management
  - The top management are the people who decide and frame the primary policies of the concern. All kinds of policies related to personnel or workforce can be framed out effectively by the personnel manager.
  - He advises the line manager as a staff specialist
  - Personnel manager acts like a staff advisor and assists the line managers in dealing with various personnel matters.
  - *As a counselor*
  - Personnel manager attends problems and grievances of employees and guides them. He tries to solve them in best of his capacity.
  - *As a mediator*
  - He is a linking pin between management and workers.
  - *As a spokesman*
  - Since he is in direct contact with the employees, he is required to act as representative of organization in committees appointed by government. He represents company in training programs.

# Personel Management N2question Paper

**Victor M. Corman**



**Personel Management N2question Paper:**

The Top Books of the Year Personel Management N2question Paper The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous engrossing novels captivating the hearts of readers worldwide. Lets delve into the realm of popular books, exploring the captivating narratives that have charmed audiences this year. Personel Management N2question Paper : Colleen Hoover's "It Ends with Us" This poignant tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover masterfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Personel Management N2question Paper : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids compelling storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens "Where the Crawdads Sing" This evocative coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens weaves a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a brilliant and gripping novel that will keep you speculating until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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