

CONTENTS

CERTIFICATES

- TITLE
- CERTIFICATE
- DECLARATION
- ACKNOWLEDGEMENT
- CERTIFICATE
- MAP

CHAPTER-1

INTRODUCTION	1-6
1.1 INTRODUCTION	2
1.2 STATEMENT OF THE PROBLEM	3
1.3 HYPOTHESIS OF THE PROBLEM	3
1.4 OBJECTIVES OF THE PROBLEM	4
1.5 RESEARCH METHODOLOGY	4
1.6 SIGNIFICANCE OF THE STUDY	5
1.7 SCOPE AND LIMITATIONS OF THE STUDY	5
1.8 ARRANGMENTS OF THE CHAPTER	5

CHAPTER-2

ORGANISATIONAL STRUCTURE AND ADMINISTRATION POLICIES IN UNIVERSAL LUGGAGE MANUFACTURING Pvt. LTD., SATARA.	7-20
2.1 INTRODUCTION	8
2.2 MEANING OF MANAGEMENT AND ORGANISATION	11
2.3 MANAGEMENT AND ORGANISATION AT	14

	UNIVERSAL LUGGAGE MANUFACTURING Pvt. LTD., SATARA	
	2.4 MANAGERIAL AND ORGANISATIONAL PROBLEMS AND PROSPECTS	18
	2.5 REFERENCES	20
CHAPTER-3	PERSONNEL POLICIES AT UNIVERSAL LUGGAGE MANUFACTURING Pvt. LTD., SATARA.	21-44
	3.1 INTRODUCTION	22
	3.2 PERSONNEL POLICIES REGARDING TRAINING IN UNIVERSAL LUGGAGE Mfg Pvt Ltd.	24 40
	3. ROLE OF PERSONNEL DEPARTMENT	43
	3.5 ROLE OF TOP MANAGEMENT :	44
	3.6 REFERENCES	44
CHAPTER-4	METHODS OF TRAINING	45-66
	4.1 INTRODUCTION	46
	4.2 MEANING AND DEFINITION OF THE TRAINING	47
	4.3 TRAINING AND EDUCATION	48
	4.4 TRAINING AND DEVELOPEMNT	48
	4.5 IMPORTANCE OF TRAINING	49
	4.6 NEED OF THE TRAINING	50
	4.7 IMPORTANCE OF THE TRAINING	50
	4.8 METHODS OR TECHNCS OF TRAINING	52
	4.9 IDENTIFYING TRAINING NEEDS	65

CHAPTER-5	ANALYSIS AND INTERPRETATION OF COLLECTED DATA	67-88
	5.1 INTRODUCTION	68
	5.2 METHODS OF DATA COLLECTION	73
	5.3 PROCESSING ON DATA(DATA SORTING, CLASSIFICATION)	78
	5.4 ANALYSIS OF COLLECTED DATA	80
	5.5 INTERPREATION OF COLLECTED DATA	85
	5.6 REFERENCES	88
CHAPTER-6	IMPACT OF TRAINING	89-99
	6.1 INTRODUCATION	90
	6.2 IMPACT OF TRAINING IN UNIVERSAL LUGGAGE MANUFACTURING CO. LTD., SATARA.	91
	6.3 EVALUATION OF EFFECTIVENESS OF TRAINING PROGRAM IMPLEMENTED	95
	6.4 RETRAINING	98
	6.5 REFRENCES	99
CHAPTER-7	CONCLUSIONS AND OBSERVATIONS	100-123
	7.1 INTRODUCTION	101
	7.2 ABOUT INDUSTRY - MGT & ORG.	105
	7.3 PROBLEMS AND PROSPECTS	115
	7.4 SUGGESTIONS	117
	7.5 REFRENCES	123
- APPENDIX FOR BIBLIOGRAPHY		124
- APPENDIX FOR QUESTIONNAIRE		131