

C O N T E N T S

CHAPTER NOS.

PAGE NO.

Declaration
Acknowledgement
List of Tables
List of Charts.

CHAPTER

SELECTION OF THE TOPIC

1 To 8

No. I :

1-1. Introduction
1-2. Objectives and
Purpose of Study,
1-3. Methodology.
1-4. Limitations

No. II :

MANPOWER PLANNING.

9 To 37

2-1. Concept of Manpower
Planning.
2-2. Need for Manpower
Planning.
2-3. Definitions.
2-4. Types of Manpower
Planning.
2-5. Process of Manpower
Planning.
2-6. Advantages of Manpower
Planning.
2-7. Limitations of
Manpower Planning.

No. III :

THEORITICAL BACKGROUND OF
MASCHINENFABRIK POLYGRAPH
(P. V. A) LIMITED, KOLHAPUR.

38 To 63

3-1. History & Development
in Engineering
Industry in India.

- 3-2. History of Maschinenfabrik Polygraph (India)Limited.
- 3-3. Wages & Allowances.
- 3-4. Workers Welfare Facilities.
- 3-5. Organisation Structure.
- 3-6. Manpower Planning and Control in Maschinenfabrik Polygraph (India)Limited.

No.IV: RECRUITMENT-THEORITICAL FRMEWORK 64 To 97

- 4-1. Anticipating Personnel Requirements.
- 4-2. Determine Nature of Personnel Required.
- 4-3. Recruitment Policy.
- 4-4. Organisation for Recruitment
- 4-5. The Personnel Requisition Form.
- 4-6. Manpower Resources.
- 4-7. Effective Recruitment Techniques.
- 4-8. Auditing the Recruitment Programme.
- 4-9. Application Blank.
- 4-10. Tests and Interviews.
- 4-11. Reference Checking
- 4-12. Placement
- 4-13. Followup.
- 4-14. Recruitment Procedure in Maschinenfabrik Polygraph (India)Limited.
- 4-15. Organisation for Recruitment
- 4-16. Personnel Requisition Form.
- 4-17. Manpower Resources of the Company.
- 4-18. Selection Procedure in the Company.

= 3 =

No.V : CONCLUSIONS AND SUGGESTIONS 98 To 112

BIBLIGRAPHY 113 To 117

Snehal/- (SAT-71286)