CONTENTS

CHAPTER NOS.			PAGE	NO.
	Ackn	owledgement	i	
	List	of Tables	iii	
	List	of Charts	iii	
CHAPTER NO. I:	SELE	CTION OF THE TOPIC	1	
	1.1	Introduction		
	1.2	Objectives and Purpose of Study.		
	1.3	Methodology.		
	1.4	Limitations.		
CHAPTER NO. II:	MENO	N AND MENON PVT. LTD.		
	÷	- A PROFILE	9	
	2.1	History and Growth of the Organisation		
	2.2	Working hours.		
	2.3	Wages and Allowances.		
	2.4	Workers Welfare facilities		
	2.5	Workers Education Scheme.		
	2.6	Production, turnover, profit and employment.		
	2.7	Future Plan.		
	2.8	Organisational Structure.		
CHAPTER NO.III:	MANP	OWER PLANNING	29	
	3.1	Concept of Manpower Planning.		
	3.2	Need for Manpower Planning.		
	3.3	Definitions.		
	3.4	Types of Manpower Planning.		
	3.5	Process of Manpower Planning.		

:	3.6 Advantages of Manpower Planning.			
	3.7 Limitations of Manpower Planning.			
CHAPTER NO. IV:	MANPOWER PLANNING AND CONTROL IN			
	MENON AND MENON PVT.LTD., KOLHAPUR. 60			
CHAPTER NO. V:	RECRUITMENT: THEORITICAL FRAMWORK 71			
	5.1 Anticipating personnel requirement.5.2 Determine nature of personnel required.			
	5.3 Recruitment Policy.			
_	5.4 Organisation for recruitment.			
-	5.5 The Personnel requisition form			
	5.6 Manpower Resources			
	5.7 Effective recruitment technique.			
	5.8 Auditing the recruitment programme.			
	5.9 Application blank.			
	5.10 Tests and interviews.			
	5.11 Reference checking.			
	5.12 Placement.			
	5.13 Follow up.			
CHAPTER NO.VI :	RECRUITMENT PROCEDURE IN MENON AND			
	MENON PVT. LTD., KOLHAPUR 99			
	6.1 Organisation for recruitment.			
	6.2 Personnel requisition form.			
	6.3 Manpower resources of the company.			
	6.4 The Selection Procedure.			
CHAPTER NO.VII:	OBSERVATIONS AND SUGGESTIONS 108			
	APPENDICES			
	BIBLIOGRAPHY			