## LIST OF TABLES

Table No.	Title	Page No.
1.1	Chapter - I The Role of a Personnel Manager.	22_
3.1	Chapter - III Primary Information of the Typewriting Institutes in Kankavli Taluka.	105
3.2	Sex-wise Distribution of Candidates who joined the Institutes in May 1988.	106
3.3	Sex-wise Distribution of Candidates who joined the Institutes in October 1988.	106
3.4	Distribution of Candidates according to their educational qualifications at the time of joining the Institutes in October 1988.	109
3.5	Examination-wise Classification of the candidates for the term October 1988.	112
3.6	Results of the Institutes for the last three terms for various examinations.	לוי
4.1	Chapter - IV Table showing sex-wise distribution of the espondents.	127
4.2	Educational Qualifications.	128
4.3	Occumational Distribution of the Respondents.	128
4.4	Classification according to the designation of the respondents.	130
4.5	Nature of the work assigned to the respondents in their service.	132

## List of Tables (contd)

Table No:	Title	Page No
4.6	Table showing Nature of Typewriting Jobs.	134
4.7	Various typewriting examinations passed by the respondents.	135
4.8	The gap between joining the service and passing typewriting examinations.	133
4.9	Table showing adverse effect of the gap between joining the service and passing the examinations.	137
4.10	Benefits of the typewriting examinations.	139
4.11	Introduction of the subject 'Typewriting' in the curriculum of secondary and higher secondary examinations.	140
4.12	Table showing sex-wise distribution of the respondents.	141
4.13	Table showing educational qualification of the respondents.	1,41
4.14	Various typewriting examinations passed by the respondents.	142
4.15	Various types of jobs that the respondents are seeking.	145
4.16	The Standard in which the respondents join the typewriting institutes.	146
4.17	Introduction of the subject 'Typewriting' in the curriculum of secondary and higher secondary examinations.	148
4.18	Continuation of the typewriting practice after getting job.	148
4.19	Opinions regarding purchasing a typewriter and performing job-work as a source of earning.	149