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(PART-II)

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Organisational Chart-Different patterns of organization, Advantages and Disadvantages

UNIT-2: Personnel Management- Elements of Human Resource Planning (HRP)

Techniques of HRM- Job Analysis, Job Description and Job Evaluation

Staff Recruitment, Selection and Training

Human Resource Development: Need and Mechanism

UNIT-3: Delegation of Authority

Motivation-Types and theories of Motivation

Leadership- Functions and Activities, Leadership in Libraries

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