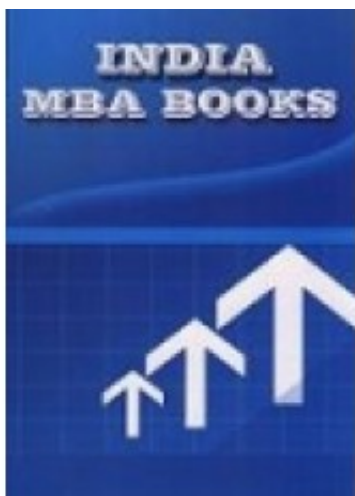


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Unit - III: Employee Training: Significance, methods, training procedure, evaluating effectiveness of training. Management Development Programmes – Concept, skills to be developed and evaluating its effectiveness. Performance appraisal – Objectives, methods, developing and administering an Appraisal programme, limitations to its effectiveness.

Unit -IV: Job Evaluation – Significance, methods and problems. Career Planning and Development: Concept, need, process. Counseling – Significance and key elements. Disciplinary procedure and Grievance procedure.

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