

GUJARAT TECHNOLOGICAL UNIVERSITY

M.E. Semester: III

Construction Engineering & Management

Subject Name: **Personnel Management**

Sr.No	Course content
1.	Introduction: Basic of personnel management, manpower planning, labour laws and industrial relations. The role of personnel management in construction enterprises.
2.	Personnel Management: Concepts, definitions, growth, role and functions, new developments in HRD and HRM, manpower estimation for company and project, methods and procedures of estimation at various stages.
3.	Related Aspects: Methods of recruitment, selection, training, placement, financial compensation, discipline, separation etc. in employing and retaining engineers and managers.
4.	Personnel Office at Head Office and Project Site: Role, functions, status and relationship with other departments, personnel office records and procedures.
5.	Legal Aspects: Labour legislation, related labour acts, grievance handling, enquiry procedure, labour administration and judiciary in regards to construction industry.

Reference Books:

1. Personnel Management by Monappa A. and M.S. Saiyadaiu - Tata Mc Graw Hill
2. Labour Laws for the Construction Industry in India by Vaid K.N. NICMAR, Bombay.
3. Personnel and Industrial Relations – A Management Approach by Miuer J.B. and Miuer M.G. - Mc Millan, New York
4. Human Resource Development in Construction Industry by Shah Vinita - NICMAR, Bombay.