

DETAILED SYLLABUS FOR THE POST OF OFFICE MANAGER (GENERAL CATEGORY)

(KERALA STATE CO-OPERATIVE MARKETING FEDERATION LTD)

**DEPUTY MANAGER (PERSONNEL AND ADMINISTRATION
(TRAVANCORE SUGARS AND CHEMICALS LTD)**

(Cat.No. : 359/2021, 009/2022)

(Total Marks- 100)

PART I : HUMAN RESOURCE MANAGEMENT (50 Marks)

Module-I: Introduction to HRM (5 Marks)

- Meaning, Nature and scope of HRM
- Approaches to HRM
- Difference between traditional personnel management and modern HRD concept
- Links between HRM and Corporate strategy management

Module-II: Talent Acquisition (8 Marks)

- Manpower Planning, recruitment, selection, and induction
- Job analysis and design
- Employee retention strategies
- Placement, promotion, transfer and demotion.

Module-III: HR Development (10 Marks)

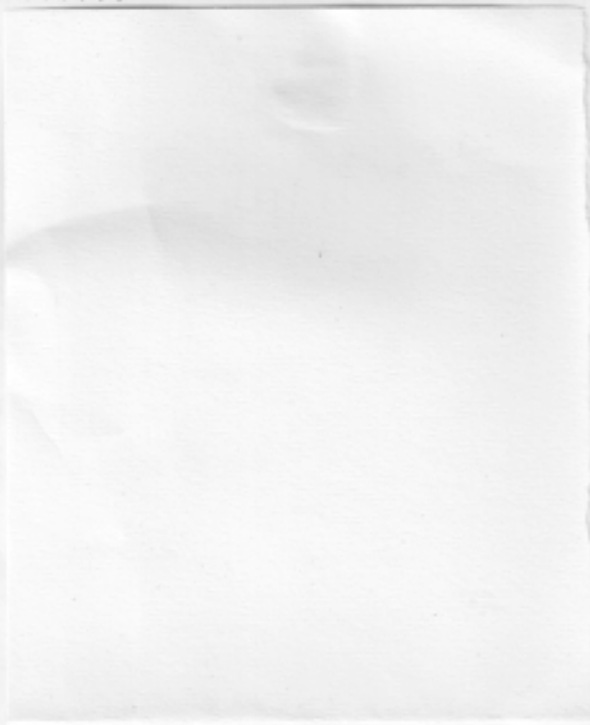
- Learning and development
- Training methods and evaluation
- Career development stages and strategies
- Executive development
- Performance appraisal

Module-IV: Motivation (12 Marks)

- Salary and wage administration
- Incentives and fringe benefits management
- Industrial relations management/Collective bargaining/Trade unionism
- Employee safety and health provisions
- Grievance Handling and Discipline procedures

Module-V: New Trends in HRM (15 Marks)

- Artificial Intelligence and robotics in workplaces
- Hybrid workplaces
- HR metrics and analytics
- Workplace spirituality
- Employee well-being and Work-life balance
- Workplace privacy
- HRM in Post-Covid era



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PART II : PERSONNEL MANAGEMENT (25 Marks)

Module-I (3 marks)

- Meaning, nature and scope of Personnel Management
- Need and Importance of Personnel Management
- Functions of a Personnel Manager
- Qualities of a good Personnel Manager

Module-II (5 marks)

- Job Analysis, Job description and Job specifications.
- Process of manpower planning
- Sources of recruitment
- Process of recruitment and selection
- Employee induction and orientation

Module-III (5 marks)

- Training needs, methods, process and evaluation
- Performance appraisal methods, process and barriers
- Supervisory and operative training
- Digital, virtual and simulation training
- Cross-cultural training

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Module-IV (5 marks)

- Salary, wages and compensation management
- Employee safety, health and welfare management
- Trade union management
- Important labour laws
- Grievance handling and Discipline procedures

Module-V (7 marks)

- Technology and HRM
- HRM in Post-Covid era
- Workforce diversity
- Employee wellbeing.

PART III : LAW (25 Marks)

1. **Labour and Industrial Law**—Trade Union: definition and registration—Trade Union Immunities –Concept and definition of Industry, Industrial Dispute and Workman—Dispute resolution mechanisms—Strikes, lock outs, layoffs—Retrenchment and closure –Employers’ liability to pay compensation —Payment of minimum wages—fixation—Powers of appropriate government advisory committee and Board—Payment of Bonus: minimum and maximum bonus **6 marks**

2. **Company Law**—Corporate Personality and its lifting—Memorandum and Articles of Association—Doctrine of Ultra vires—Doctrine of Indoor Management—Prospectus: Misrepresentation and its remedies—company meetings--Concept of shares—Issue, forfeiture and surrender of shares—Responsibilities and liabilities of Directors— winding up of company **6 marks**

3. **Law of Contracts**—Essential elements of Contract—Void, voidable and illegal contracts--Privity of Contract—Privity of Consideration—Breach of Contract – Remedies for breach of contract **5 marks**

4. **Constitution of India**—Preamble--Fundamental rights-- Concept and definition of State—Judicial Review—Right to Constitutional Remedies—Amendment of the constitution—Basic structure-- **4 marks**

5. **Partnership**—Formation—Relationship between partners—Rights and liabilities of partners—Dissolution of partnership **4 marks**

NOTE: - It may be noted that apart from the topics detailed above, questions from other topics prescribed for the educational qualification of the post may also appear in the question paper. There is no undertaking that all the topics above may be covered in the question paper