1.0   **Purpose**: The purpose of establishing this procedure is to ensure identification of training needs and to provide training for personnel whose work affects Conforming to product Requirement. The purpose also includes empowering human resources through a process of motivation.

2.0   **Scope**: Applicable to all personnel in the organization and covering the QMS related trainings.

3.0   **Responsibility**: HR Head, Training In charge & Respective Department head.

4.0   **System**:

What is Personnel Management?
- It is defined as obtaining, using and maintaining a satisfied workforce.
- It is the planning, organizing, compensation, integration and maintenance of people for the purpose of contributing to organizational, individual and societal goals.
- It is that part which is primarily concerned with human resource of organization.

- **Elements of Personnel Management**
    - *Organization*
        - Organization is said to be the framework of many activities taking place in view of goals available in a concern. An organization can be called as a physical framework of various interrelated activities.
    - *Job*
        - - The second element, i.e., jobs tell us the activities to be performed in the organization. It is said that the goals of an enterprise can be achieved only through the functional department in it.
    - *People*
        - The last and foremost element in personnel management is people. In an organizational structure, where the main aim is to achieve the goals, the presence of manpower becomes vital.

- **Roles Of Personnel Manager**
    - Personnel manager is the head of personnel department.
    - He performs both managerial and operative functions of management.
    - Personnel manager provides assistance to top management
    - The top management are the people who decide and frame the primary policies of the concern. All kinds of policies related to personnel or workforce can be framed out effectively by the personnel manager.
    - He advices the line manager as a staff specialist
    - Personnel manager acts like a staff advisor and assists the line managers in dealing with various personnel matters.
    - *As a counselor*
    - Personnel manager attends problems and grievances of employees and guides them. He tries to solve them in best of his capacity.
    - *As a mediator*
    - He is a linking pin between management and workers.
    - *As a spokesman*
    - Since he is in direct contact with the employees, he is required to act as representative of organization in committees appointed by government. He represents company in training programs.

Prepared By: Mr. Milan Prajapati	Approved By :Mr. Surendra Singh

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