

**P-744**

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## **BBA-504**

### **Personnel Management**

Bachelor of Business Administration (BBA)

5th Semester Examination, 2023 (June)

**Time : 2 Hours]**

**[Max. Marks : 70**

**Note :** This paper is of Seventy (70) marks divided into two (02) Sections A and B. Attempt the questions contained in these sections according to the detailed instructions given therein. Candidates should limit their answer to the questions on the given answer sheet. No additional (B) answer sheet will be issued.

### **SECTION-A**

#### **(Long Answer Type Questions)**

**Note :** Section 'A' contains Five (05) long answer type questions of Nineteen (19) marks each. Learners are required to answer any Two (02) questions only.

(2×19=38)

1. Define the term Personnel Management. Discuss its objectives and scope.

2. What do you mean by recruitment? Describe the various methods of recruitment.
3. What do you mean by 'training'? Distinguish between training and development with the help of some examples.
4. Explain various objectives of compensation management. Also, discuss the factors influencing compensation in an organisation.
5. What do you mean by performance appraisal? Also, bring out the reasons for why it is used in organizations.

## **SECTION-B**

### **(Short Answer Type Questions)**

**Note :** Section 'B' contains Eight (08) short answer type questions of Eight (08) marks each. Learners are required to answer any Four (04) questions only. (4×8=32)

**Briefly discuss any four (04) of the following ;**

1. Personnel Functions.
2. Challenges to modern Personnel Management.
3. Importance of Career Planning.

4. Relationship among Job Analysis, Job Description and Job Specification.
  5. Nature of Management Development.
  6. Employees benefits and services.
  7. Significance of Human Resource Planning.
  8. Criteria for selection.
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