

Roll No.

BBA–504

Personnel Management

(कार्मिक प्रबन्धन)

Bachelor of Business Administration

(BBA–10/12/16/17)

Fifth Semester, Examination, 2018

Time : 3 Hours

Max. Marks : 80

Note : This paper is of **eighty (80)** marks containing **three (03)** Sections A, B and C. Attempt the questions contained in these Sections according to the detailed instructions given therein.

Section–A

(Long Answer Type Questions)

Note : Section ‘A’ contains four (04) long answer type questions of nineteen (19) marks each. Learners are required to answer *two* (02) questions only.

1. Discuss the concept of Personnel Management and explain its objectives.
2. What is Job Analysis ? Discuss its process and techniques.
3. “Recruitment is positive activity while selection is a negative activity.” Justify this statement assigning reasons for your answers.

(B-91) P. T. O.

4. Define training and explain its importance to the employees.

Section-B

(Short Answer Type Questions)

Note : Section 'B' contains eight (08) short answer type questions of eight (8) marks each. Learners are required to answer *four* (04) questions only.

1. "Human Resource Development is based on certain premises." Explain.
2. "Human relations is key to motivation." Explain.
3. Write a detailed note on the process of human resource planning.
4. Describe the changing role of human resource management in India.
5. What are the Personnel Policies ? Explain them.
6. Define Recruitment. What are its prerequisites ?
7. Briefly discuss various methods of performance appraisal.
8. Explain the components of fringe benefits package.

Section-C

(Objective Type Questions)

Note : Section 'C' contains ten (10) objective type questions of one (01) mark each. All the questions of this Section are compulsory.

Write True *or* False against the following :

1. The dimensions of the human resource portfolio matrix do not have the same form as for product and market portfolio.

2. HRD audit can also be used against the HRD department.
3. Giving a business group exposure when the boss goes on long leave, or long training etc. is a good mechanism of career planning.
4. Human Resource Management is responsible for getting the best people, training and providing mechanism.
5. Long range planning are beyond eight years.
6. Organisation should pay for the value of the job but not for the value of the person.
7. Flexitime works better when the employees have self-determination.
8. Performance development plan is set for the employee by his immediate boss.
9. It is very easy to write grade description as the number of jobs increases.
10. Workers and Trade Unions never participate in the management of human resources.