

7. Statutory Provisions in India for Employee Welfare.
8. Linkages of Human Resource Planning with Corporate Objectives.

BBA-504

Personnel Management

(कार्मिक प्रबन्धन)

Bachelor of Business Administration

(BBA-10/12/16/17)

5TH Semester, Examination-2019

Time : 3 Hours

Max. Marks : 80

Note : This paper is of Eighty (80) marks divided into two (02) Sections A and B. Attempt the questions contained in these sections according to the detailed instructions given therein.

Section–A

(Long Answer Type Questions)

Note : Section 'A' contains Five (05) long-answer-type questions of Fifteen (15) marks each. Learners are required to answer any three (03) questions only. **(3×15=45)**

1. What is job analysis? How it is different from job design? What are the uses of job analysis in various functions of personnel management?

2. Explain the concept of selection. What are the different techniques of selection followed by a personnel manager, while employing the personnel in an organization?
3. Describe the process of performance appraisal. "Performance appraisal is not merely for appraisal but it is for accomplishment and improvement of performance". Explain.
4. What is career planning and career development? What are the benefits and problems of career planning and development? What do you suggest to minimize career problems?
5. Define fringe benefits. Explain its nature. What are the fringe benefits available to Indian workers?

Section–B

(Short-Answer-Type Questions)

Note :Section 'B' contains Eight (08) short-answer-type questions of Seven (07) marks each. Learners are required to answer any Five (05) questions only. **(5×7=35)**

Briefly discuss any five (05) of the following:

1. Qualities and Qualifications Necessary for a HR Manager.
2. Techniques for Human Resource Planning.
3. Essential Points to be Covered in a Comprehensive Job Interview.
4. Importance of Identification of Training Needs.
5. Steps in the Process of Management Development.
6. Reasons for Transfer and Demotion.