

S-903

Total Pages : 3

Roll No. -----

BBA-504

Personnel Management

Bachelor of Business Administration (BBA)

5th Semester, Examination 2022(Dec.)

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.

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 x 19 = 38]

P.T.O.

- Q.1. Why Personnel Management is becoming important for companies to manage their competitive edge?
- Q.2. Distinguish between job description and job specification. What precautions should be taken while preparing them?
- Q.3. Discuss the relevance and importance of training for the employees. Discuss various techniques for imparting training to the employees.
- Q.4. What are the various types of Promotion? Discuss the bases on which employees get promotion.
- Q.5. List the important fringe benefit schemes. Which steps must be performed to monitor the fringe benefits?

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 x 8 = 32]

Briefly discuss any four (04) of the following:

Q.1. Responsibilities of Human Resource Manager.

Q.2. Steps in Selection Procedure.

Q.3. Objectives of Compensation Planning.

Q.4. Strategies for Human Resource Planners.

Q.5. Content of Induction Programme.

Q.6. Approaches for developing Managers.

Q.7. Job Rotation.

Q.8. Essentials of Good Appraisal System.
