

Roll No. ....

Total No. of Questions : 6]  
(1049)

[Total No. of Printed Pages : 4

**BCA (CBCS) RUSA IVth Semester  
Examination**

**4390**

**PERSONNEL MANAGEMENT**

Paper : BCA-0401

**Time : 3 Hours]**

**[Maximum Marks : 70**

**Note :-** Attempt questions as directed.

**Part-A**

**(Compulsory Question)**

1. Choose correct/incorrect of the following :

(i) Performance appraisal does not come under of  
functions of personnel management.

(correct/incorrect)

(ii) Directing is an operative function.

(correct/incorrect)



- (iii) Human Resource Planning is a process by which management can project the future manpower requirement. (correct/incorrect)
- (iv) Determining relative worth of each job is called job evaluation. (correct/incorrect)
- (v) Attracting suitable applicants to apply for jobs is called selection. (correct/incorrect)
- (vi) Decision regarding assigning job after hiring people is called placement. (correct/incorrect)
- (vii) Mentoring is on-the-job training method. (correct/incorrect)
- (viii) The process of learning and growth by which managers develop their conceptual and analytical abilities to manage is called executive development. (correct/incorrect)
- (ix) Job comparison is a method of performance evaluation. (correct/incorrect)
- (x) The report supplied by rater to personnel department for employees performance evaluation is called checklist. (correct/incorrect)
- 1×10=10

2. Give short answers of the following :

- (i) Functions of personnel Management.
- (ii) Objectives of Human Resource Planning.
- (iii) Distinction between training and development.
- (iv) Concept of Human Resource Orientation.
- (v) Job Evaluation. 4×5=20

**Part-B** H 10 each

3. What is Personnel Management ? Explain the Personnel Policies.

*Or*

Explain the Classification and organization of Personnel department.

**Part-C** 10 each

4. Discuss the meaning, objectives and importance of Human Resource Management.

*Or*

Briefly explain the process of job analysis.



**Part-D**

10 each

5. What do you know by training ? Why is it required ?

Explain the methods of training.

*Or*

Explain the advantages and disadvantages of promotion.

**Part-E**

10 each

6. Explain the methods of Performance Appraisal.

*Or*

Explain the various incentive plans. Also define employee remuneration.