

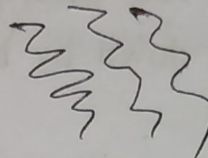
Roll No. ....

Total No. of Questions : 6]  
(1048)

[Total No. of Printed Pages : 4

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

**4032**



**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) Selection of personnel does not come under the functions of personnel management.

(correct/incorrect)

- (ii) Personnel Management is significant for all types of organizations. (correct/incorrect)

**C-664**

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Turn Over

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(iii) Human Resource Planning deals only with the procurement sources of personnel.

(correct/incorrect)

(iv) Job description refers to the conditions laid down by the organization for a job.

(correct/incorrect)

(v) Training methods are categorized into 'On the Job' and 'Off the Job' methods.

(correct/incorrect)

(vi) Job evaluation is to evaluate one job with the other.

(correct/incorrect)

(vii) Behaviourally Anchored Rating Scales is a technique of performance appraisal.

(correct/incorrect)

(viii) MBO refers to management by objectives.

(correct/incorrect)

(ix) Promotion is considered horizontal action.

(correct/incorrect)

(x) Career development falls under human resource development.

(correct/incorrect)

10×1=10

2. Give short answers of the following (25-50 words) :

(i) What is the significance of Personnel Management ?

(ii) What do you understand by Personnel Policies ?

(iii) What is Recruitment ?

(iv) Define Development.

(v) What is Job Evaluation ?

5×4=20

### Part-B

3. Briefly explain the functions of personnel management.

Or

Write a note on the organization of Personnel Department.

10

### Part-C

4. Discuss the process and importance of Human Resource Planning.

Or

Explain the different selection methods.

10



### Part-D

5. Discuss the different training methods.

Or

What are the advantages of Promotion ? Explain. 10

### Part-E

6. Comment the barriers of performance appraisal.

Or

Briefly explain the different incentive plans. 10

Coaching  
Underskan  
Job Rotation  
Special Courses and Lectures  
Confidence  
Group  
Sensitivity training  
Special Projects  
role playing  
Fine