

Roll No. ....

Total No. of Questions : 6]  
(2043)

[Total No. of Printed Pages : 4

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

**4210**

**PERSONNEL MANAGEMENT**

Paper : BCA-0401

**Time : 3 Hours]**

**[Maximum Marks : 70**

*Note* :- Attempt questions as directed.

**Part-A**

**(Compulsory Question)**

1. Answer the following questions. Each question carries

1 mark :

- ☐ (i) Directing is an operative function. (True/False) ✓
- (ii) Job Evaluation determines the relative worth of each job for the purpose of establishing wage and salary differentials. (True/False) ✓

**CA-746**

( 1 )

Turn Over

(iii) Management by Objectives is a <sup>modern</sup> ..... method of performance appraisal.

(iv) Job Enlargement gives the job holder more decision-making power. (True/False)

(v) Recruitment is said to be negative in its approach and selection is said to be positive in its approach. (True/False)

(vi) Decision regarding assigning job after hiring is called placement. (True/False)

(vii) The need for training and development is determined by comparing actual performance from the .....

(viii) Mentoring and coaching are On the Job training methods. (True/False)

(ix) The method of performance appraisal in which each employee is compared with every other employee is known as .....

(x) Promotion is vertical while transfer is horizontal.

(True/False)

1×10=10



2. Write short notes on the following :

- (i) Objectives of Personnel Management.
- (ii) Difference between Training and Development.
- (iii) Job Evaluation.
- (iv) Concept of Human Resource Planning
- (v) Concept of orientation and induction. 4×5=20

**Part-B**

10

3. What do you mean by Personnel Management ?

Explain the functions and significance of Personnel Management.

*Or*

Explain the classification and organisation of Personnel Department.

**Part-C**

10

4. Define Recruitment. Explain the internal and external sources of Recruitment.

*Or*

What is Job Analysis ? Briefly explain the process of job analysis.

**Part-D**

10

5. What is Training and Development ? Briefly explain the importance and methods of training and development.

*Or*

Define Promotion. What are the advantages and disadvantages of Promotion ?

**Part-E**

10

6. What is Performance Appraisal ? Briefly explain the methods of Performance Appraisal.

*Or*

What is Employee Remuneration ? Explain the various incentive plans.