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Enrollment No.....



Faculty of Management Studies  
End Sem Examination May-2024  
MS3CO37 Personnel Management

Programme: BBA

Branch/Specialisation: Management

Duration: 3 Hrs.

Maximum Marks: 60

Note: All questions are compulsory. Internal choices, if any, are indicated. Answers of Q.1 (MCQs) should be written in full instead of only a, b, c or d. Assume suitable data if necessary. Notations and symbols have their usual meaning.

- Q.1 i. Which of the following is not a function of personnel management? **1**
- (a) Recruitment & selection (b) Training & development  
(c) Marketing (d) Performance management
- ii. Adaptability is an important quality for a personnel manager, so as **1**
- \_\_\_\_\_.
- (a) To resist changes at all costs  
(b) To respond effectively to changing circumstances  
(c) To avoid engaging with new technologies  
(d) To maintain a rigid workplace structure
- iii. It is important for human resource planning to align with **1**
- organizational goals and objectives, so as \_\_\_\_\_.
- (a) To increase employee turnover  
(b) To decrease employee satisfaction  
(c) To ensure the efficient use of resources  
(d) To discourage employee development
- iv. Job Analysis is important for effective recruitment and selection **1**
- as \_\_\_\_\_.
- (a) It increases job satisfaction  
(b) It decreases employee turnover  
(c) It helps to identify most suitable candidate for a job.  
(d) None of these

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- v. Personnel Management supports employee career development through training \_\_\_\_\_. **1**  
 (a) By promoting a stagnant work environment  
 (b) By ignoring employee aspirations  
 (c) By providing opportunities for skill enhancement  
 (d) By discouraging continuous learning
- vi. Personnel management ensures transparency in promotion and transfer processes \_\_\_\_\_. **1**  
 (a) By hiding promotion criteria  
 (b) By avoiding communication  
 (c) By providing clear guidelines  
 (d) By promoting favouritism
- vii. Aspect of HRM software which helps in managing employee compensation is \_\_\_\_\_. **1**  
 (a) Performance management (b) Payroll management  
 (c) Recruitment (d) Selection
- viii. The primary role of computers in HRM is \_\_\_\_\_. **1**  
 (a) To increase paperwork  
 (b) To decrease efficiency  
 (c) To limit access to employee data  
 (d) To automate and streamline HR processes
- ix. Personnel research contributes to organizational development \_\_\_\_\_. **1**  
 (a) By hindering change initiatives  
 (b) By increasing workplace rigidity  
 (c) By providing insights into organizational culture, structure, and processes  
 (d) By ignoring employee feedback
- x. The key benefit of conducting personal audit is \_\_\_\_\_. **1**  
 (a) To increase sales revenue  
 (b) To enhance employee engagement  
 (c) To reduce marketing expenses  
 (d) None of these
- Q.2 i. Explain the concept of personnel management. **2**  
 ii. Describe nature and scope of personnel management **3**

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- iii. What are the key qualities that make a successful personnel manager? **5**  
 OR iv. Describe the organizational structure of personnel department. **5**
- Q.3 i. What is the need of human resource planning? **2**  
 ii. Explain the concept and process of manpower planning. **8**  
 OR iii. What are the differences between job analysis, job description and job specification? Explain the importance of job analysis. **8**
- Q.4 i. How does personnel management identify training needs within the organization? **3**  
 ii. Explain the role of personnel management in designing an effective recruitment and selection procedure. **7**  
 OR iii. What role does personnel management play in ensuring fairness and transparency in the promotion and transfer of employees? **7**
- Q.5 i. Discuss various types of computer applications used in human resource management. **4**  
 ii. How does human resource information system contribute to streamline HR processes in organization? **6**  
 OR iii. How do computer-based training programs enhance the effectiveness of personnel training and development initiatives? **6**
- Q.6 Attempt any two:  
 i. Describe the purpose and need of personal research. **5**  
 ii. Explain the concept and process of personal audit. **5**  
 iii. Describe various approaches to personnel research. **5**

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## Marking Scheme

### Personnel Management (T) - MS3CO37

Marking Scheme				Personnel Management (T) - MS3CO37				
Q.1	i)	(c) Marketing	1	OR	ii.	Explain the concept and Process of Manpower Planning.	8	
	ii)	(b) To respond effectively to changing circumstances	1		iii.	concept of Manpower Planning – 2 Marks Process of Manpower Planning -- 6 Marks	8	
	iii)	(c) To ensure the efficient use of resources	1			What are the differences between Job Analysis, Job Description and Job Specification? Explain the Importance of Job Analysis.		
	iv)	(c) It helps to identify most suitable candidate for a job.	1			Differences between Job Analysis, Job Description and Job Specification --- 5 Marks Importance of Job Analysis --- 3 Marks		
	v)	(c) By providing opportunities for skill enhancement	1					
	vi)	(c) By providing clear guidelines	1		Q.4	i.	How does Personnel Management identify training needs within the organization?	3
	vii)	(d) Payroll Management	1				Identification of training needs by Personnel Management within the organization – 3 Marks	
	viii)	(d) To Automate and streamline HR processes	1			ii.	Explain the role of Personnel Management in designing an effective Recruitment and Selection Procedure?	7
	ix)	(c) By providing insights into organizational culture, structure, and processes	1				The role of Personnel Management in designing an effective Recruitment Procedure --- 3.5 Marks The role of Personnel Management in designing an effective Selection Procedure --- 3.5 Marks	
	x)	(b) To Enhance employee engagement	1			iii.	What role does Personnel Management play in ensuring fairness and transparency in the Promotion and Transfer of employees?	7
Q.2	i.	Explain the concept of Personnel Management. Concept – 2 Marks	2	OR			Role of Personnel Management in ensuring fairness and transparency in the Promotion and Transfer of employees --- 7 Marks	
	ii.	Describe Nature and Scope of Personnel Management Nature – 1.5 Marks Scope – 1.5 Marks	3					
	iii.	What are the key qualities that make a successful Personnel Manager? Each Quality – 1 mark ( 1* 5= 5 Marks)	5					
OR	iv.	Describe the Organizational Structure of Personnel Department.  Description of Organizational Structure of Personnel Department - 5 marks	5	Q.5	i.	Discuss various types of Computer Applications used in Human resource Management. Each Computer Application which is used in HRM --- 1 Mark (1* 4= 4 Marks)	4	
					ii.	How does Human resource Information System contribute to streamline HR processes in organization? Role of HRIS to streamline HR processes in organization --- 6 Marks	6	
Q.3	i.	What is the Need of Human Resource Planning?  Need of Human Resource Planning- 2 Marks	2	OR	iii.	How do computer-based training programs enhance the effectiveness of personnel training and development initiatives?	6	

Role of computer based training programs in enhancing effectiveness of personnel training and development initiatives – 6 Marks

- Q.6 Attempt any two:
- i. Describe the Purpose and Need of Personal Research. **5**
- Purpose of Personal Research --- 2.5 Marks  
Need of Personal Research --- 2.5 Marks
- ii. Explain the concept and Process of Personal Audit. **5**
- Concept of Personal Audit --- 2 Marks  
Process of Personal Audit --- 3 Marks
- iii. Describe various Approaches to Personnel Audit. **5**
- Each approach to Personnel Audit carries -- 1 Mark (1\*5 = 5 Marks)

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