

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

CH-716

(2)

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.

CH-716

(3)

Turn Over

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.

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**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

(1)

Turn Over

(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)

10x1=10

C-664

(2)

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 ?

5x4=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

C-664

(3)

Turn Over

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

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Total No. of Questions : 5] [Total No. of Printed Pages : 4
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**BCA (CBCS) RUSA IVth Semester
Examination**

3748

PERSONNEL MANAGEMENT

Paper : BCA-0401

Time : 3 Hours] [Maximum Marks : 70

Note :- Attempt questions as directed.

Part-A

(Compulsory Question)

- I. (A) Answer the following questions. Each question carries 1 mark :
- (i) Human Resource Planning is a process by which management can project the future manpower requirement. (True/False)
 - (ii) 360 degree feedback is a past oriented method of performance appraisal.

(True/False)

CH-715

(1)

Turn Over

(iii) Job analysis results in two sets of data i.e.
Job Description and

(iv) Job design follows job analysis.

(True/ False)

(v) Job Enlargement refers to the expansion
of the number of different tasks performed
by an employee in a single job.

(True/False)

(vi) Campus Recruitment is a source
of recruitment.

(vii) Induction is a planned introduction of
fresher to their jobs, their peers and the
company.

(True/False)

(viii) Promotion is vertical while transfer is
horizontal.

(True/False)

(ix) The technique of training that duplicates
the actual conditions encountered on the
job is known as

(x) Sensitivity training is On the Job Training
method.

(True/False)

1×10=10

(B) Write short notes on the following :

(i) Scope of Personnel Management.

(ii) Difference between Training and
Development.

(iii) Induction and placement.

(iv) Fringe benefits.

(v) Internal source of Recruitment.

4×5=20

Part-B

2. Define Personnel Management. Briefly explain the
objectives and functions of personnel management.

Or

What are Personnel Policies ? Briefly explain the
organisation of personnel department.

10

Part-C

3. What do you mean by Human Resource Planning ?
Briefly explain the objectives and importance of
Human Resource Planning.

Or

What do you mean by Selection ? Briefly explain
the process of selection.

10

CH-715

(2)

CH-715

(3)

Turn Over

Part-D

4. What is Training and Development ? Why is it important ? Briefly explain the methods of training and development.

Or

- Define Promotion. What are the advantages and disadvantages of Promotion ? 10

Part-E

5. Write short notes on the following :

- (a) Job Evaluation.
- (b) Incentive Plans

Or

- What is Performance Appraisal ? Briefly explain the methods of Performance Appraisal. 10