

Roll No.

Total No. of Questions : 5]
(2042)

[Total No. of Printed Pages : 4

**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

CH-715

(2)

(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

(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