

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)

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(1)

Turn Over

- (iii) Management by Objectives is a 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

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(2)

2. Write short notes on the following :
- Objectives of Personnel Management.
 - Difference between Training and Development.
 - Job Evaluation.
 - Concept of Human Resource Planning
 - 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.

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(3)

Turn Over

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.