

Total No. of Questions : 6]  
(1048)

Roll No. ....

[Total No. of Printed Pages : 4

**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)

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( 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

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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

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**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