

Roll No. 6220350024

Total No. of Questions : 6]
(2034)

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**BCA (CBCS) RUSA IVth Semester
Examination**

3773

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) Personnel management is also called as :

(a) Personnel Administration

(b) Manpower Management

(c) Both (a) and (b)

(d) None of these

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(1)

Turn Over

(ii) Personnel management is a (an) :

- (a) Approach
- (b) Point of view
- (c) Technique of Thinking
- (d) All of these

(iii) The following is not a function of personnel management :

- (a) Training and development of manpower
- (b) Recruitment and selection of manpower
- (c) Wages and salary administration
- (d) Production, planning and control

(iv) Job analysis describes variety of duties of the job, they are :

- (a) Authority
- (b) Condition of work
- (c) Skills
- (d) All of these

(v) is the rating of jobs to determine their position in a job hierarchy.

- (a) Job evaluation
- (b) Job system
- (c) Job analysis
- (d) Job description

(vi) means limitation of organized action.

- (a) Organizing
- (b) Controlling
- (c) Directing
- (d) Planning

(vii) What is linked with performance appraisal ?

- (a) Job Design
- (b) Development
- (c) Job analysis
- (d) None of these

(viii) Which of the following is an alternate term used for performance appraisal ?

- (a) Quality and quantity of output
- (b) Job knowledge
- (c) Employee assessment
- (d) None of these

(ix) The purpose of Job Evaluation is :

- (a) Fixation of responsibility
- (b) Promotion
- (c) Transfer to a better job
- (d) None of these

(x) Job analysis provides the information that is used :

- (a) In organization chart
- (b) In policy
- (c) In method
- (d) In promotion

1×10=10

2. Write short notes on the following :

- (i) Advantages of personnel management
- (ii) Job Analysis
- (iii) Personnel appraisal
- (iv) Objectives of Job evaluation
- (v) Difference between wage and salary

4×5=20

Part-B

10

3. Discuss managerial and operative functions of personnel management.

Or

Discuss various advantages of personnel policy.

Part-C

10

4. Discuss the objectives of Human Resource Planning.

Or

Explain and evaluate the job characteristic model of job design.

Part-D

10

5. Describe the need and significance of HRD.

Or

What are the essentials of a sound promotion policy ?

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(6)

Part-E

10

6. Briefly discuss the various methods of performance appraisal.

Or

Explain briefly Halsey and Rowan Premium Plan.

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(7)