

B.B.A. Part-II Examination
PERSONNEL MANAGEMENT

Time : Three Hours]

[Maximum Marks : 80

Note :— (1) Attempt **all** five questions.(2) *All questions carry equal marks.*

1. (a) "Personnel Management is a basic management function pertaining to all levels and types of management." Discuss. 16

OR

- (b) Describe the qualities and qualifications of successful personnel executive. 16

2. (a) Describe the characteristics of manpower planning. 4
(b) Discuss the various methods of interview. 4
(c) Quality of personnel or work load analysis. 4
(d) Describe the importance of placement of workers. 4

OR

- (e) What are the objectives of manpower planning ? 4

- (f) Explain main sources of recruitment. 4

- (g) Briefly explain the steps in the process of manpower planning. 4

- (h) Explain elements of good induction programme. 4

3. (a) What is the significance of training in Industry ? Explain the different methods of training which are generally used in industries now-a-days. 16

OR

- (b) Describe the meaning and principles of promotion and demotion. What are causes of demotion? 16

4. (a) Time rate system advantages and disadvantages. Explain. 4

- (b) What is the meaning of fringe benefits ? 4

- (c) Write short note on compensation. 4

- (d) Discuss objectives of Group Bonus Plans. 4

OR

- (e) Halsey Premium Plan. 4

- (f) Explain profit sharing. 4

- (g) Define the concept of Terminal Benefits. 4

- (h) What are the advantages of incentive plan ? 4

5. (a) Explain the importance of Industrial Relations. 4

- (b) Explain Workers' Participation in Management. 4

- (c) Discuss the objectives of Trade Union. 4

- (d) Write a note on Employee Welfare. 4

OR

- (e) Explain the concept of Industrial Relations. 4

- (f) Explain the preventions of industrial disputes. 4

- (g) Explain the term Collective Bargaining. 4

- (h) Explain in brief personnel policies. 4

