

M.L.S. (Part-II)(with Credits)-Regular-Semester 2012 Sem IV
MLS241 - Personnel Management Paper - IV.1

P. Pages : 1

Time : Three Hours



GUG/W/16/5936

Max. Marks : 80

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- Notes : 1. Answer **any five** questions.
2. All questions carry equal marks.

1. Define Personnel Management. How does it help on organisation in promoting productivity and morals of employees.
2. Explain the importance of Training programme in the organisation. Discuss the various method of on the job training.
3. Distinguish between formal and informal organisation. Explain the status of Personnel Department.
4. What is manpower planning? Explain manpower education and training.
5. Write notes on **any two**.
 - a) Selection procedure.
 - b) Personnel audit.
 - c) Job analysis.
 - d) Promotion policy.
6. Bring out the new challenges before personnel Manager.
7. State the meaning of organisational discipline. Explain how discipline is helpful in personnel administration.
8. Explain the merits and Demerits of various method of Recruitments in industry. What are the pre-requisite of a good Recruitment policy.
9. Discuss in detail the implication of changes in the profile of people. Technology and environment on managing people in organisation.
10. Write note on **any two**.
 - a) Income and social security.
 - b) Problem of continuity and change.
 - c) Grievance handling.
 - d) Code of conduct for personnel manager.
