0782 / PCI1C02 : Personnel Management

P. Pages : 1

Time : Three Hours

GUG/W/16/3047

Max. Marks : 80

‖‖‖‖‖‖‖‖‖‖‖‖‖‖
* 3 9 1 3 *

_____

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

1.	Discuss the nature and scope of personnel management.	**16**
2.	Describe the organizational structure of personnel Department.	**16**
3.	Discuss the need and objectives of Human Resource planning.	**16**
4.	Explain the terms 'Job analysis' & 'Job description'.	**16**
5.	What is recruitment? Explain the various sources of recruitment.	**16**
6.	What is training? Explain the types of training.	**16**
7.	Discuss the working of computer applications in Human Resources management.	**16**
8.	Explain the types of applications used in personnel and systems management.	**16**
9.	Explain the need and purpose of personnel Research.	**16**
10.	Write short notes on **any two.**	**16**

a) Recent trends in personnel function.

b) Process of personnel audit.

c) Methods of selection.

d) Performance standards.

****