

25 (2) PRMN 203 (O)

2012

PERSONNEL MANAGEMENT

Paper : 203

(Old Syllabus)

Full Marks : 70

Time : 3 hours

The figures in the margin indicate full marks for the questions

Answer any five questions

1. Explain the specialist Personnel Management functions of the Personnel Manager. 14
2. (a) What is Human Resource Planning? How is HRP related to the Business Strategy of an Organisation? 7
- (b) Distinguish between Manpower Planning and Career Planning. 7
3. (a) Define Job Analysis. What is the purpose of Job Analysis and what are its elements? *** 7
- (b) What are the information provided by a typical Job Analysis exercise? 7

12A-100/1304

(Turn Over)

4. (a) Discuss in detail the various sources of recruitment.
- (b) Explain the various alternatives to recruitment available to the Personnel Manager.
5. (a) "Training efforts are invariably based on certain learning principles." Explain.
- (b) Explain the three types of analyses involved in identification of training need.
6. (a) What are the steps involved in the Performance Appraisal process?
- (b) Explain the concepts of career planning and the various career stages.
7. What are the principles involved in wage determination and the criteria for wage fixation?
8. (a) Explain the essential conditions for sound industrial relations.
- (b) Define employee grievances. Explain the causes of grievances and the methods of grievances redressal.
