

Roll No.....

Total No. of Printed Pages: 1

Total No. of Questions: [09]

BCA (Semester –4th)
PERSONNEL & INDUSTRIAL MANAGEMENT
Subject Code: BBAD0F92
Paper ID: [OE1160103]

Time: 03 Hours

Maximum Marks: 60

Instruction for candidates:

1. Section A is compulsory. It consists of 10 parts of two marks each.
2. Section B consist of 5 questions of 5 marks each. The student has to attempt any 4 questions out of it.
3. Section C consist of 3 questions of 10 marks each. The student has to attempt any 2 questions.

Section – A

(2 marks each)

- Q1. Define the following:
- a) Define HRM.
 - b) Job description.
 - c) Ethics of appraisal.
 - d) Internal sources of Recruitment.
 - e) Selection
 - f) Types of promotion.
 - g) Induction
 - h) Transfer policy.
 - i) Fringe benefits.
 - j) Placements.

Section – B

(5 marks each)

- Q2. Define Job Specification. How is it different from Job Description?
- Q3. Describe transfers and promotions as a source of recruitment with their merits and demerits.
- Q4. Discuss the modern methods of performance appraisal.
- Q5. Outline the various steps involves in job analysis.
- Q6. Distinguish between recruitment and selection.

Section – C

(10 marks each)

- Q7. What are the important functions of HRM?
- Q8. Define selection. What are the various stages involved in selection process?
- Q9. What do you mean by recruitment? Describe the various methods of recruitment.