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.