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B III (Three Year H)

Refjari, Post Box No.-1

Under 1+1+1 System

Phn.- 735134, Dist.- Jalpaiguri

2018

COMMERCE (Honours)

PERSONNEL MANAGEMENT

Paper : 3H5

(Honours in Management)

(Revised New Syllabus)

Time : 4 hours

Full Marks : 100

The figures in the margin indicate full marks.

GROUP—A

Answer any **four** questions : 15×4=60

1. Discuss the objectives of Personnel Management. List the various functions and operations of personnel management. 5+10=15
- 2 Distinguish between training and development. Explain the objectives and techniques of management development and narrate the importance of management development on human resource strategy of a firm. 5+10=15

3. What are the major objectives of manpower planning? Discuss the process of manpower planning. $5+10=15$

4. What is fringe benefit? What are the differences between wages and fringe benefits? What are the components of the pay-package of an industrial worker? $3+5+7=15$

5. (a) What are the purposes of job analysis? What is the difference between job analysis and job evaluation?

(b) What do you mean by job enrichment? How can you make job enrichment for an individual employee? $(2+5)+(2+6)=15$

6. (a) Distinguish between recruitment and selection.

(b) What are the objectives of a selection test? Discuss the four categories of tests applied for proper selection of the right personnel for a job. $5+(2+8)=15$

7. (a) Discuss the methods of on-the-job training.

(b) Discuss the purposes of career planning. $7+8=15$

8. What do you mean by employee benefit program? What are the different types of employee benefits offered to employees by a company? Briefly discuss five such benefits. $2+3+10=15$

GROUP—B

9. Answer any **four** questions : $5 \times 4 = 20$

(a) What are the purposes of 'time study' and 'motion study'? 5

(b) State the different methods of external recruitment. 5

(c) What is HRM? How is it different from personnel management? $2+3=5$

(d) Narrate the merits and limitations of interview. 5

(e) What do you mean by induction? Enumerate the steps involved in an induction process. $2+3=5$

(f) Distinguish between internal recruitment and external recruitment. 5

(g) What is the position of a personnel manager in an organization? Is a personnel manager a line personnel? $3+2=5$

(h) What are the prerequisites of a good recruitment policy? 5

GROUP—C

10. Answer any **ten** questions : $2 \times 10 = 20$

(a) Mention two methods of direct recruitment.

- (b) Mention two components of safety programme.
- (c) Mention any two acts governing employee benefit program of a firm.
- (d) Define the term 'job re-engineering'.
- (e) Distinguish between formal and informal communication.
- (f) Mention two techniques of job analysis.
- (g) What do you mean by 'counsellor role' and 'mediator role' of a personnel manager?
- (h) What do you mean by job specification?
- (i) What do you mean by occupational disease? Give an example.
- (j) What is the difference between minimum wage and fair wage?
- (k) Mention two methods of wage fixation.
- (l) Distinguish between piece-rate system and time-rate system of compensation.
- (m) Define job design.
- (n) What is the purpose of job rotation?
- (o) Mention any two limitations of career planning.

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2017

COMMERCE (Honours)**PERSONNEL MANAGEMENT**

Paper : 3H5

(Honours in Management)

(Revised New Syllabus)

Time : 4 hours

Full Marks : 100

The figures in the margin indicate full marks.

GROUP—A

Answer any **four** questions :

15×4=60

1. (a) Discuss the role of personnel management in an industrial organization.
(b) What are the essential qualities of a successful personnel manager? 10+5=15
2. (a) What is grapevine communication?
(b) Mention the components of a communication system.
(c) How can communication of an industrial organization be improved? 2+5+8=15

2017

COMMERCE (Honours)

PERSONNEL MANAGEMENT

Paper : 3H5

(Honours in Management)

(Revised New Syllabus)

Time : 4 hours

Full Marks : 100

The figures in the margin indicate full marks.

GROUP—A

Answer any **four** questions :

15×4=60

- (b) Mention two components of safety programme.
- (c) Mention any two acts governing employee benefit program of a firm.
- (d) Define the term 'job re-engineering'.
- (e) Distinguish between formal and informal communication.
- (f) Mention two techniques of job analysis.
- (g) What do you mean by 'counsellor role' and 'mediator role' of a personnel manager?
- (h) What do you mean by job specification?
- (i) What do you mean by occupational disease? Give an example.
- (j) What is the difference between minimum wage and fair wage?
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- (m) Define job design.
- (n) What is the purpose of job rotation?
- (o) Mention any two limitations of career planning.

1. (a) Discuss the role of personnel management in an industrial organization.
(b) What are the essential qualities of a successful personnel manager? 10+5=15
2. (a) What is grapevine communication?
(b) Mention the components of a communication system.
(c) How can communication of an industrial organization be improved? 2+5+8=15

3. (a) What is HRM?

(b) Discuss the link between personnel management and HRM. $3+12=15$

4. (a) What is motion study? Describe the procedure for a motion study.

(b) What is time study? What are its uses? $8+7=15$

5. (a) State different methods of external recruitment.

(b) Distinguish between internal and external recruitment methods. $9+6=15$

6. "Success of an organization depends largely on proper selection of employees." Discuss the importance of employee selection in the light of the above statement. 15

7. (a) State some important features of Employee Benefit Programme (EBP).

(b) What benefits would you expect to cover under EBP? $6+9=15$

8. Write short notes on the following : $5+5+5=15$

(a) Job evaluation

(b) Importance of personnel manager

(c) Labour relations

GROUP—B

9. Answer any **four** questions : $5 \times 4 = 20$

(a) What is job design? Distinguish between job analysis and job design.

(b) Distinguish between on-the-job training and off-the-job training.

(c) What are the factors affecting personnel planning?

(d) Write a short note on living wage, minimum wage and fair wage.

(e) Distinguish between 'training' and 'development'.

(f) Discuss the need for compensation.

(g) Discuss the objectives of career counselling.

(h) State the concept of employee discipline.

GROUP—C

10. Answer any **ten** questions : $2 \times 10 = 20$

(a) State four causes of occupational accidents.

(b) Write two emerging issues in Employee Safety Programme.

- (c) What do you mean by additional labour force?
- (d) State the difference between recruitment and selection.
- (e) Write two roles of Government in connection with Employee Benefit Plans.
- (f) Write two approaches to Human Resource Management.
- (g) Is a personnel manager a line or staff manager?
- (h) Why is an HRD department needed in an organization? Give two reasons.
- (i) What do you mean by manpower planning?
- (j) What is job re-engineering?
- (k) What is hidden payroll?
- (l) What is feedback?
- (m) What is job description?
- (n) What is employee discrimination?
- (o) Mention two social factors affecting personnel management.

2016

COMMERCE (Honours)**PERSONNEL MANAGEMENT**

Paper : 3H5

(Honours in Management)

(Revised New Syllabus)

Time : 4 hours

Full Marks : 100

The figures in the margin indicate full marks.

GROUP—A

Answer any **four** questions : 15×4=60

1. Discuss the objectives of personnel management. Describe the social and technological factors that affect personnel management. 5+10=15
2. Explain the factors that affect aggregate labor force of an organization. Discuss the circumstances when additional labor forces are required to accomplish a particular task. 9+6=15
3. What are the purpose and uses of job analysis? Enumerate the techniques of job analysis. 9+6=15

RM16/204

(Turn Over)

4. Explain the need and benefits of personnel planning. 10+5=15

5. Critically analyze the concepts of internal and external recruitment. 15

6. Explain the concepts of training. 15

7. What is fringe benefit? What are the differences between wages and fringe benefits? Describe the objectives of benefit and service programmes. 2+8+5=15

8. State and explain the model of employee communication process. What are the facts to be kept in mind by the supervisor for effective communication? 11+4=15

GROUP—B

9. Answer any **four** questions : 5×4=20

- Discuss in brief the concept of human resource management.
- Describe the principle of employment discrimination.
- Write the difference between time study and motion study.
- Narrate the prerequisites of a good recruitment policy.

- State the steps of selection procedure.
- Explain the concept of job instruction training.
- Discuss the needs for compensation.
- State and explain the role of the Government in Employee Benefit Plans.

GROUP—C

10. Answer any **ten** questions : 2×10=20

- Write two merits of on-the-job training.
- Mention two principles for maintenance of discipline.
- Point out two components of safety.
- Distinguish between formal communication and informal communication.
- What do you mean by manpower planning?
- What is equal employment opportunity?
- Define the term 'job re-engineering'.
- Mention two techniques of job analysis.
- Write two distinctions between direct and indirect methods of recruitment.

(4)

- (j) Define 'successive hurdles technique' in selection.
- (k) What is feedback?
- (l) Write two factors of long-range training needs.
- (m) What is hidden payroll?
- (n) Define the term 'industrial injury'.
- (o) Mention two benefits of employee counselling.

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B III (Three Year H)
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2015

COMMERCE (Honours)

Paper : 3H5

PERSONNEL MANAGEMENT

(Honours in Management)

(Revised New Syllabus)

Time : 4 hours

Full Marks : 100

The figures in the margin indicate full marks.

GROUP—A

Answer any **four** questions :

15×4=60

- 1. What is HRM? Discuss the link between personnel management and HRM. 3+12=15
- 2. Do you support the concept of equal employment opportunity? Discuss. State the major areas of equal employment opportunity. 7+8=15
- 3. Distinguish between job analysis and job design. What relevant informations are required to conduct a job analysis? 6+9=15

RM16—1190/204

DR15—990/211

(Turn Over)

4. Discuss in detail the steps involved in personnel planning process. 15

5. State different methods of external recruitment. Distinguish between internal and external recruitment methods. 9+6=15

6. "Success of an organization depends largely on proper selection of employees." Discuss the importance of employee selection in the light of the above statement. 15

7. Discuss in brief the legal provisions for occupational safety. State the components of a safety programme. 10+5=15

8. Discuss the importance of career planning and management development programmes. 7+8=15

GROUP—B

9. Answer any **four** questions : 5×4=20

(a) Differentiate between training and development.

(b) State the concept of employee discipline.

(c) What do you mean by employee counselling?

DR15—990/211

(Continued)

(d) What is compensation management?

(e) Briefly state the psychological issues in designing a job.

(f) Discuss the concept of evaluation of internal recruitment.

(g) What is indirect compensation?

(h) Discuss the reasons behind occupational diseases.

GROUP—C

10. Answer any **ten** questions : 2×10=20

(a) Write two benefits of motion study.

(b) State four causes of occupational accidents.

(c) Write two emerging issues in employee safety programme.

(d) Point out two techniques of data gathering methods for selection of employees.

(e) What do you mean by additional labour force?

(f) Write two technological factors affecting personnel management.

DR15—990/211

(Turn Over)

(4)

- (g) Give a working definition of compensation.
- (h) What do you mean by employee communication?
- (i) State the difference between recruitment and selection.
- (j) Write two roles of the government in connection with employee benefit plans.
- (k) What do you mean by employee well-being?
- (l) Write two approaches to human resource management.
- (m) Write two demerits of traditional job design.
- (n) State two alternatives to the traditional selection process.
- (o) Give a precise definition of personnel management.

DR15-990/211

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B III (Three Year H)
Under 1+1+1 System

2014

COMMERCE (Honours)

Paper : 3H5

PERSONNEL MANAGEMENT

(Honours in Management)

(Revised New Syllabus)

Time : 4 hours

Full Marks : 100

The figures in the margin indicate full marks.

GROUP—A

Answer any **four** questions : 15×4=60

- 1. What is HRM? Does it differ from Personnel Management? Discuss. 5+10=15
- 2. Explain the concept of equal employment opportunity. What is employment discrimination? 10+5=15
- 3. What is job analysis? Discuss the steps involved in job analysis. 5+10=15

14MR-1300/184

(Turn Over)

(2)

4. Discuss in detail the objectives of personnel management. 15

5. Discuss elaborately the factors influencing personnel planning. 15

6. Is there any relationship between employee compensation and employee performance? Discuss critically. 15

7. Define communication. Discuss the importance of formal communication in the context of an organization. What is an informal communication? 3+10+2=15

8. State some important features of Employee Benefit Programme (EBP). What benefits would you expect to cover under EBP? 6+9=15

GROUP—B

9. Answer any **four** questions : 5×4=20

- (a) Discuss the functions of a personnel manager.
- (b) Distinguish between job analysis and job design.
- (c) What is external recruitment? Discuss.
- (d) State the utility of career planning.

(3)

(e) Discuss the concept of management development.

(f) Briefly state the concept of personnel planning.

(g) Discuss the various approaches to Human Resource Management.

(h) Discuss the parameters of career planning.

GROUP—C

10. Answer any **ten** questions : 2×10=20

(a) What is time study? Mention at least two features of time study.

(b) Write two steps of manpower planning.

(c) State two limitations of internal recruitment.

(d) Write two merits of external recruitment.

(e) Give two examples of fringe benefits.

(f) How can accident frequency rate be measured?

(g) Give two reasons of employee counselling.

(4)

- (h) Name four causes of industrial accidents.
- (i) What is safety contest?
- (j) Write two essential features of a good training programme.
- (k) Is a personnel manager a line or staff manager?
- (l) Why is an HRD department needed in an organization? Cite two reasons.
- (m) Write two merits of 'on-the-job training'.
- (n) Give two examples of indirect compensation.
- (o) State two differences between recruitment and selection.

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