



Reg. No. :

Name :

**I Semester M.A. Degree Examination, February 2010
(New Scheme)
PM 211 – Paper – I : PERSONNEL MANAGEMENT**

Time: 3 Hours

Max. Marks: 75

PART – I

Answer **any five** questions. All carry **equal** marks. Answer should not exceed **300** words **each**.

1. Elaborate the qualities of a Personnel Manager.
2. Explain the use of personnel records in an organisation.
3. Describe the steps involved in the process of manpower planning.
4. What are the different sources of recruitment ?
5. Elaborate the status of the Personnel Management profession in India.
6. Differentiate between job description and job specification.
7. Elaborate the steps in the interviewing process for personnel selection.
8. What is the difference between HRM and HRD ?

PART – II

Answer **any three** questions. All carry **equal** marks. Answer should not exceed **1200** words **each**.

9. Elaborate the growth of the Personnel Management function in India.
 10. Describe the process to select an HR executive in an IT firm.
 11. What is job analysis ? How it is different from job evaluation ? Explain with suitable examples.
 12. Explain the changing role of Personnel Managers in a dynamic business environment.
 13. What do you mean by Personnel Policies ? Explain the process of formulating personnel policies.
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