



Reg. No. :

Name :

First Semester M.A. Degree Examination, February 2011
Branch : Personnel Management
P.M. 2.1.1 : PERSONNEL MANAGEMENT

Time: 3 Hours

Max. Marks: 75

PART – I

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

1. Distinguish between HRM and HRD.
2. What are the different functions of Personnel Management ?
3. Write a note on the qualities to be possessed by a personnel manager.
4. Write a note on the different types of personnel policies.
5. Differentiate between recruitment and selection.
6. What is job evaluation ?
7. Write a note on different types of interviews.
8. Prepare a typical “contract of employment” for an employee who is being offered the job of management trainee. (5×6=30 Marks)

PART – II

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

9. Write a note on the growth of Personnel function in India.
 10. Describe the steps in manpower planning.
 11. What are the steps in job analysis ?
 12. Write a note on the use of psychological tests in the selection process.
 13. Examine the importance of Personnel Management function in an organization. (3×15=45 Marks)
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