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Reg. No. :

Name :

First Semester M.A. Degree Examination, February 2014
Common for M.A. Degree in Human Resource Management – 2013
Admissions and M.A. Degree in Personnel Management – Prior to 2013
Admissions

PM 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. Differentiate between HRD and HRM.
2. Write a note on why personnel management is considered more of a staff function than a line function ?
3. How does the qualities and skills of a personnel manager differ from managers of other specialisations ?
4. Write a note on the different types of personnel records and statistics used by the personnel department.
5. What do you understand by manpower forecasting ?
6. Define job evaluation and mention the different methods.
7. Write a note on the different sources of recruitment.
8. Write a note on the different steps in the selection process. **(5×6=30 Marks)**

P.T.O.



PART - II

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

9. Write a detailed note on the different functions of HRM.
10. Write a detailed note on the types of personnel policies with examples.
11. Describe in detail the different methods of job evaluation.
12. Write a detailed note on the types of interviews, process of interviewing and problems in interviewing.
13. Write an essay on the recent trends in human resource management.

(3×15=45 Marks)