



Reg. No. :

Name :

First Semester M.A. Degree Examination, January 2012

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. Write a note on the scope of Personnel Management.
2. Write a note on the catalytic role of personnel in organizations.
3. Write a note on the professionalization of Personnel Management in India.
4. Write a note on the different types of personnel records and statistics kept in an organization.
5. What is manpower planning ?
6. Distinguish between job description and job specification.
7. Write a note on problems in interviewing.
8. What are the different tools used in the selection process ? **(5×6=30 Marks)**

PART – II

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

9. How should a Personnel Department be organized and administered for an organization in the manufacturing sector employing more than 1000 workmen ?
 10. How is manpower planning done at National level ?
 11. What are the practical implications of a job analysis ?
 12. Write a note on the use of psychological tests in the selection process.
 13. Design and describe a recruitment and selection process for procuring a personnel officer. **(3×15=45 Marks)**
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