LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

**B.Com.** DEGREE EXAMINATION – **CORPORATE SEC.**

FIFTH SEMESTER – **NOVEMBER 2012**

# BC 5400 - PERSONNEL MANAGEMENT

 Date : 10/11/2012 Dept. No. Max. : 100 Marks

 Time : 9:00 - 12:00

PART-A

**Answer all questions: (2\*10=20)**

1. Define Personnel Management
2. Difference between Personnel Management and Human Resource Management
3. Define Job description
4. What do you mean by deficient manpower?
5. Define off the job training
6. What do you mean by vestibule training?
7. What is Application Blank?
8. What is selection?
9. What do you mean by grievance?
10. What do you mean by merit-rating?

PART-B

**Answer any five questions: (5\*8=40)**

11 What are the qualities of a good personnel manager?

12 What are the barriers to effective human resource planning?

13 What are the different types of test in Recruitment?

14 Explain the guidelines for an effective interview

15 What are the ways of identifying grievance?

16 Mention any two theories of Motivation

17 What are the ways of external recruitment?

18 State the importance of training

PART **–** C

**Answer any two questions: (2\*20=40)**

19 What is the scope of job analysis? What are the advantages of job analysis? Explain job description

 and job specification.

20 What are the different types and processes of interview?

21 Explain the methods of Performance Appraisal

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