

VI Semester B.B.M. Examination, June/July 2011
PERSONAL MANAGEMENT

Time : 3 Hours

Max. Marks : 80

SECTION – A

Answer **any five** questions. **Each** question carries **2** marks.

(2×5=10)

1. a) Define personal management.
- b) Define outsourcing.
- c) What is job description ?
- d) What is internal promotion policy ?
- e) Define induction.
- f) What is training ?

SECTION – B

Answer **any four** questions. **Each** question carries **5** marks.

(4×5=20)

2. What is the importance of HR ?
3. What is personal policy manual ?
4. Write a short note on HRIS.
5. Discuss the new trends in HR.
6. Describe assessment centre.

P.T.O.

SECTION – C

Answer **any five** of the following. **Each** question carries **ten** marks. **(5×10=50)**

7. Explain the process of HR planning.
 8. Explain the factors affecting job design.
 9. Discuss the various methods of job evaluation.
 10. Describe the process of recruitment.
 11. Explain the importance of industrial relations in an organization.
 12. Describe the techniques used in India for the introduction of participative management.
 13. Explain the factors influencing wage rates.
 14. Discuss various methods of appraisal.
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