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HDR-1601330202010101 Seat No. _____

M. L. W. (Sem. I) Examination

November / December – 2017

Personal Management

Time : $2\frac{1}{2}$ Hours]

[Total Marks : 70

Instruction : Write an answer essay type of question.

1 Explain meaning, definition and functions of personnel management. 10

OR

1 Explain the fringe benefits and incentives. 10

2 Explain meaning, nature and concept of HRD. 10

OR

2 Write about personnel audit and information system. 10

3 What is career planning? Explain about employee counseling. 10

OR

3 Explain meaning and nature of Wage and Salary Administration. 10

4 Write short notes : (any five) 25

(1) What is Performance Appraisal ? Write the types of it.

(2) Write about employee mobility (promotion and transfer).

(3) Explain Incentives and fringe benefits.

(4) Write about Job Description and Job Specification.

(5) What are incentives and fringe benefits?

(6) Define performance appraisal.

(7) Define personnel management.

5 Attempt the following question : (any **five**)

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- (1) What is mobility?.
 - (2) Write the meaning of Wage..
 - (3) Define training. Write their types.
 - (4) Define planning
 - (5) What is job-analysis?
 - (6) What is Induction?
 - (7) Career planning and career succession.
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