



JBA-1601330202010101 Seat No. _____

M. L. W. (Sem. I) (W.E.F. 2016) Examination

December - 2019

LWECT-1004.1 - Personal Management

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

[Total Marks : 70

Instruction : All Questions are compulsory.

1 Discuss about the Wage and salary administration in detail. 10

OR

1 Explain the meaning, nature, goals and challenges of HRD. 10

2 Discuss about meaning definition , nature and functions of personnel management. 10

OR

2 Discuss about the recruitment and selection in detail. 10

3 What is employee coaching? - Explain employee counseling. 10

OR

3 Discuss about VRS in brief way. 10

4 Write Short notes : (any **five**) 25

(1) Explain essentials of salary administration

(2) Explain HR accounting in detail

(3) Write about job description and job specification

(4) Discuss about Fringe benefits and benefits

(5) Explain job evaluation process and methods in detail

(6) What is employee empowerment ? -Explain in detail

(7) Discuss on nature significance of wage

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

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- (1) Methods of job evaluations - Explain
 - (2) Induction and placement - Discuss
 - (3) Explain HR Audit in detail
 - (4) Discuss about job analysis
 - (5) Write the importance of career planning
 - (6) Employee mobility - Explain
 - (7) Explain the personal audit information.
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