



JBA-1901330202010101 Seat No. _____

M. L. W. (Sem. I) (W.E.F. 2019) Examination

December - 2019

Personal Management

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

[Total Marks : 70

Instruction : All Questions are compulsory.

1 Give the meaning, definition and function of personal management. **10**

OR

1 What is HRD? Discuss about the concept & challenges of HRD. **10**

2 Discuss about the Human Resources development & write its function. **10**

OR

2 Give the definitions of wage & salary and explain the nature and significance of wage & salary administration. **10**

3 What is employee coaching? Explain about employee counseling. **10**

OR

3 Discuss about VRS in brief way. **10**

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

(1) Discuss about the process of recruitment

(2) Discuss about the EXIT policy & its effects

(3) Discuss about Incentives & fringe benefits

(4) Write about performance appraisal

(5) Carrer planning - discuss in detail

(6) Explain about personal audit

(7) How to handle grievances? Discuss the management of grievances.

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

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- (1) Employee mobility - Explain
 - (2) Induction & placement
 - (3) HR - Explain
 - (4) HRD systems - Discuss
 - (5) Discuss - Career planning
 - (6) Employee empowerment
 - (7) Write the methods of job evaluation.
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