



'সমানো মন্ত্র: সমিতি: সমানী'

UNIVERSITY OF NORTH BENGAL

B.Com. Honours Part-III Examination, 2022

B.COM.

PAPER-3H5

PERSONNEL MANAGEMENT

(For Honours in Management only)

Time Allotted: 4 Hours

Full Marks: 100

The figures in the margin indicate full marks.

GROUP-A

Answer any four questions

15×4 = 60

1. What are purposes and uses of job analysis in Management of human resources? Briefly explain different techniques of job analysis. (3+5)+7=15
2. Discuss the importance of training. Distinguish between training and development. 10+5=15
3. Discuss the role of compensation on employee performance and organizational effectiveness. 15
4. Discuss the objectives of Personnel Management. Also mention various functions of personnel management by highlighting the structure of personnel department. 5+10=15
5. What do you mean by employee benefit program? Mention different types of employee benefits that can be offered by the employer towards employee satisfaction at retention. 3+12=15
6. What are the objectives of manpower / personnel planning? Discuss its process in detail. 5+10=15
7. Discuss the factors affecting recruitment. Do you think that internal recruitment is better than external recruitment? Give reasons. 8+7=15
8. State and explain the model of employee communication process. Also mention the facts to be kept in mind by the supervisor for effective communication. 10+5=15

GROUP-B

9. Answer any *four* questions: 5×4 = 20
- (a) What is the link between human resource management and personnel management? 5
 - (b) “Selection is a negative process.” — Do you agree to this statement? 5
 - (c) List out the legal provisions for occupational safety. 5
 - (d) Write a note on the concept of employment discrimination. 5
 - (e) What are the purposes of time and motion study? 5
 - (f) Write the merits and demerits of “on the job training”. 5
 - (g) Explain the role of job design. 5
 - (h) Discuss the meaning and steps involved in an induction process. 5

GROUP-C

10. Answer any *ten* questions: 2×10 = 20
- (a) What is human resource planning? 2
 - (b) Write the concept of fair-wage. 2
 - (c) Define the term “fringe benefit”. 2
 - (d) What do you mean by job rotation? 2
 - (e) What is job specification? 2
 - (f) What do you mean by employee counselling? 2
 - (g) What is work-life balance? 2
 - (h) What do you mean by labour turnover? 2
 - (i) What is occupational hazard? 2
 - (j) Write the concept of formal communication. 2
 - (k) What do you mean by external selection process? 2
 - (l) Mention two components of safety programme. 2
 - (m) What is employee well-being? 2
 - (n) What do you mean by industrial unrest? 2
 - (o) Define the term “compensation”. 2

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