

M.L.S. Semester-IV
MLS241 - Paper-4.1 : Personnel Management

P. Pages : 1

Time : Three Hours



GUG/W/23/309

Max. Marks : 80

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- Notes : 1. Attempt **any five** questions.
2. All question carry equal marks.

1. Discuss Personnel Management as a dynamic and developing function. **16**
2. Explain the terms authority, responsibility and accountability in details. **16**
3. Discuss Managerial aspects of personnel functions. **16**
4. Explain Imbalance between education and training and career prospects. **16**
5. Write notes on **any two**. **16**
 - a) Personnel management at Mid-Century.
 - b) Formal and informal organization
 - c) Labour as a cost
 - d) Use of job analysis.
6. What is Recruitment? Discuss the various sources of recruitment. **16**
7. Discuss an organizational discipline and grievance handling. **16**
8. Explain the terms Promotion, transfer and termination. **16**
9. Discuss State-planning, social justice, technological change and cultural progress of India. **16**
10. Write notes on **any two**. **16**
 - a) Personnel audit-theory and practice.
 - b) Checking, storing and handling of personnel records.
 - c) House Journal Reports
 - d) H. R. D. and Leadership Management.
