

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.

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| 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. | |
