

2009

**ELEMENTS OF PERSONNEL MANAGEMENT**

SECOND PAPER

*Full Marks : 100*

*Time : 3 hours*

*The figures in the margin indicate full marks  
for the questions*

1. Answer any five questions (within 100 words each) : 5x5=25
- (a) Discuss the challenges those a Human Resource Manager faces in the context of changed economic environment
  - (b) State the techniques available for forecasting the human resource supply in an organisation.
  - (c) Explain how the concept of job analysis is helpful in manpower planning.
  - (d) State the managerial duties connected with separation function of Human Resource Management.
  - (e) Explain a few non-monetary incentives usually followed in India for motivating employees.
  - (f) How does collective bargaining help resolve grievances of workers in an industry?
  - (g) State the common causes of indiscipline in any industrial undertaking.
2. Answer any three questions (within 200 words each) : 10x3=30
- (a) State the important operative functions of Human Resource Management. How are the common functions of management associated with Human Resource Management?
  - (b) State the levels of micro- and macro- planning in the area of human resource planning in India.
  - (c) State the essential points to be covered in a job interview. Also state the advantages of recruitment from internal source of any organisation.
  - (d) Discuss various systems of revision of wages of industrial workers. Also state the factors to be taken into account while forming a good wage policy.
  - (e) State the positive aspects of career planning and career counselling. How does it contribute to organisational development?

3. Answer any three questions (within 300 words each) : 15x3=45
- (a) Explain the objectives of Human Resource Management. Also state the qualifications required for a good Human Resource Manager.
  - (b) Explain the purposes of manpower planning, and examine the relative advantages and disadvantages of recruitment from internal and external sources.
  - (c) Distinguish between transfer and promotion, and discuss the factors involved in formulating a good promotion policy.
  - (d) What are the desirable characteristics of a sound as well as effective wage policy and administration?
  - (e) Explain the principles of collective bargaining. What are the pre-requisites for its success and how far they exist in India?

\* \* \*

9/1-600/1152 41 ELPM 2 (BM, HRM)