

A-1394

Total Pages : 03

Roll No.

BBA-504

Personnel Management

Bachelor of Business Administration (BBA)

Examination February-2026

Time : 2 Hours]

[Maximum Marks : 70

Note : This paper is of Seventy (70) marks divided into two (02) Sections A and B. Attempt the questions contained in these sections according to the detailed instructions given therein. Candidates should limit their answers to the questions on the given answer sheet. No additional (B) answer sheet will be issued.

SECTION-A

Long-answer Type Questions

Note : Section 'A' contains Five (05) long-answer type questions of Nineteen (19) marks each. Learners are required to answer any two (02) questions only.

(2 × 19 = 38)

P.T.O.

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(1)

1. Define Personnel Management. Explain its nature, scope, and importance in modern business organizations.
2. What is **Human Resource Planning**? Explain the factors affecting HR planning and discuss its significance for organizational effectiveness.
3. Explain the concept of **Recruitment and Selection**. Discuss the various sources of recruitment and the steps involved in the selection process.
4. What is **Training**? Explain the objectives of training and discuss different methods of employee training.
5. Define **Performance Appraisal**. Explain its objectives and discuss the problems involved in conducting performance appraisal.

SECTION-B

Short-answer Type Questions

Note : Section 'B' contains eight (08) Short-answer type questions of Eight (08) marks each. Learners are required to answer any Four (04) questions only.

(4 × 8 = 32)

Briefly discuss the questions

1. Functions of Personnel Manager.

2. Job Analysis and its relevance.
3. Difference between Recruitment and Selection.
4. Objectives of Induction Programme
5. Types of Wage Payment Methods.
6. Employee Morale.
7. Factors affecting Promotion.
8. Concept of Management by Objectives (MBO).

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P.T.O.