

## B.Tech 7th Semester Exam., 2020

PERSONNEL MANAGEMENT AND  
INDUSTRIAL RELATIONS

Time : 3 hours

Full Marks : 70

Instructions :

- (i) The marks are indicated in the right-hand margin.  
(ii) There are **NINE** questions in this paper.  
(iii) Attempt **FIVE** questions in all.  
(iv) Question No. 1 is compulsory.

1. Answer any seven of the following in short :

2×7=14

- (a) What is job analysis?  
(b) List any four roles of a personnel manager.  
(c) Give any two objectives of transfer.  
(d) Mention two differences between discharge and dismissal.  
(e) Define the term 'social security'.  
(f) What do you understand by off-the job training methods?  
(g) Define trade union.

- (h) What do you understand by living wage?  
(i) Differentiate between time rate and piece rate methods of wage payment.  
(j) Define employee induction.

2. Why is social security important for workers? Discuss social insurance and social assistance as social security measures. 14  
3. Today personnel management has taken a central role in organizations. Why? 14  
4. List and explain the various steps involved in employee selection. 14  
5. Explain the meaning of employee development. Discuss any four methods of employee development. 14  
6. How has the concept of industrial relations changed in recent times? Discuss the major players in industrial relations in India. 14  
7. Discuss the meaning and purpose of wages and salary administration. 14  
8. Define performance appraisal. Discuss the objectives of performance appraisal. 14  
9. Discuss the types and methods of trade unions in India. 14

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