

**B.Tech 5th Semester Exam., 2018**

**PERSONNEL MANAGEMENT AND  
INDUSTRIAL RELATION**

Time : 3 hours

Full Marks : 70

Instructions:

- (i) All questions carry equal marks.
- (ii) There are **NINE** questions in this paper.
- (iii) Attempt **FIVE** questions in all.
- (iv) Question No. ~~1~~ is compulsory.

1. Write True or False for the following statements  
(any seven) :

- (a) A non-monetary incentive relates to social and psychological needs.  
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- (b) The purpose of an aptitude test is to find what a testee can do now.  
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- (c) Interviews have the maximum element of subjectivity.  
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- (d) Replacement charts are used in succession planning.  
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- (e) Fair wage stands in between the minimum wage and living wage.  
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- T (g) The principal act to regulate payment of wages is the Payment of Wages Act.
- (g) A grievance should always be postponed in the hope that time is the greatest healer.
- F (h) Factories Act refers to for retrenchment of employees.
- T (i) A trade union can be formed by employers also.
- (j) Equal Remuneration Act prevents discrimination in remuneration on the ground of sex.

2. Define Personnel Management. What are its important functions?

3. What do you mean by Personnel Policy? What aims do they serve?

4. What are the benefits of manpower planning? Discuss various steps in the process of Manpower Planning.

5. What is job analysis? Discuss its benefits.

6. Discuss the nature and importance of selection. Explain briefly the steps involved in selection procedure.

7. Explain the need and significance of performance appraisal in a scheme of efficient personnel management.

8. Define wages. How do they differ from salary? Discuss the essential characteristics of a good wage payment system.

9. What is Trade Union? Discuss its aims and objectives.

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