

B.Tech 8th Semester Exam., 2021

**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 questions :

2×7=14

- (a) Define industrial relations.
- (b) What are personnel policies?
- (c) What is fair wage?
- (d) How is discharge different from dismissal?
- (e) Explain what is on-the-job training.

(f) Give any two objectives of transfer.

(g) List any two functions of trade unions.

(h) What is job description?

(i) Explain non-financial incentives.

(j) Differentiate between layoff and retrenchment.

2. Why are trade unions formed? Explain their functions and methods. 14

3. What is social security? What is its need? 14

4. What is the need for training in organizations? Give any three methods of off-the-job training. 14

5. Differentiate between selection and recruitment. Explain the various steps involved in selection process. 14

6. What are the objectives of performance appraisal? Discuss any three traditional methods of performance appraisal. 14

7. Explain the meaning and concept of manpower planning. What are the various steps involved in manpower planning? 14
8. Elucidate the concept and functions of personnel management. 14
9. What are the health, safety and welfare facilities that employers must provide for employees? 14
