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**UTTARAKHAND OPEN UNIVERSITY, HALDWANI (NAINITAL)**

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उत्तराखंड मुक्त विश्वविद्यालय हल्द्वानी (नैनीताल)

**Programme Name- BBA-Fifth Semester**

**Programme Code- BBA-12**

**Course Name- Personal Management**

**Course Code- BBA-504** **Maximum Marks-40**

**Session - 2017-18, Summer** **Last Date of Submission: 31<sup>st</sup> October 2017**

**Session - 2017-18, Winter** **Last Date of Submission: 30<sup>th</sup> April 2018**

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**Section-A**

**Section 'A' contains 08 short answer type questions of 5 marks each. Learners are required to answers 4 questions only. Answers of short answer-type questions must be restricted to 250 words approximately.**

**Discuss the following (1-8) –**

1. Differentiate between transfer and promotion.
2. Job rotation
3. Job analysis.
4. Significance of Human Resource Planning.
5. Various employee benefits which are usually provided by any organization.
6. 360 degree appraisal technique of performance appraisal.
7. Career Planning
8. Compensation Management.

**Section-B**

**Section 'B' contains 04 long answer-type questions of 10 marks each. Learners are required to answers 02 questions only.**

1. Define Personnel Management. Discuss the various functions of personnel manager in organization.
2. What are the steps involved in Selection Process?
3. Critically discuss any two methods of training with two merits and two demerits with suitable real-life examples.
4. What are the factors which influence compensation structure of an organization?