

B.Tech. 8th Semester Exam., 2017

Personal Management & Industrial Relation

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) *Questions No. 1 is compulsory.*

1. Write TRUE or FALSE for the following statements (any SEVEN):

- (a) The concept of minimum wage is based on ethical considerations. **F**
- (b) The Employees State Insurance Act does not apply to Employees whose wages exceed Rs. 7,500/- a month.
- (c) Labour Legislation is a concurrent subject under the constitution of India. **T**
- (d) One of the disadvantages of using seniority as a criterion for promotion is that seniority is difficult to define.

- (e) The main difference between recruitment and selection is that the selection is a necessary prerequisite for recruitment.
- (f) Aptitude tests are used to measure potential abilities rather than work motivation.
- (g) Under the Factories Act overtime is payable for the work on any day after 9 hours.
- (h) A good recruitment policy should aim at obtaining service at cheapest rate.
- (i) Medical fitness is the most important factor in determining suitability of a candidate for job.
- (j) Industrial Dispute Act refers to for retrenchment of employees.

- 2. What are the various functions of personal management? Discuss them in detail.
- 3. What are the objectives of personnel policies?
- 4. Explain the importance of manpower planning.
- 5. What is job analysis ? Evaluate the significance in personnel management.
- 6. What is meant by recruitment ? Discuss the various sources of recruitment.
- 7. What are the essentials of a good promotion policy?

- 8. What do you mean by wages? Explain living wages, minimum wages, and fair wages.
- 9. Define trade union. Discuss the objectives of trade unions. What are the methods of achieving their objectives?
