

B.Tech 8th Semester Exam., 2019

**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 questions of the following :

2×7=14

- (a) What are personnel policies?
- (b) Differentiate between discharge and dismissal.
- (c) Give two examples of non-financial incentives.
- (d) Two forms of social security are ____ and ____.

(Fill in the blanks)

- (e) Differentiate between fair wage and living wage.
- (f) Define performance appraisal.
- (g) List two types of trade unions.
- (h) Explain social assistance.
- (i) Define Lay-off.
- (j) Explain job analysis.

- 2. Discuss two traditional and two modern methods of performance appraisal giving two advantages and two disadvantages of each. 14
- 3. Write a note on employee incentives. 14
- 4. Elaborate the functions of trade unions. Discuss any two methods of trade unions. 14
- 5. How is recruitment different from selection? Discuss the various steps involved in employee selection. 14
- 6. Discuss any four methods of employee development. 14
- 7. Elaborate the concept of social security highlighting its significance for workers. 14
- 8. Elucidate the principles of wages and salary administration. 14
- 9. Discuss any three bases of organization of personnel department. 14
