**BEAMO5**

**Seventh Semester B. Tech Automobile Engineering**

**Examination Aug/Sep-2015**

**Personnel Management**

**Time:-3Hours Max. Marks: -75**

**SECTION-A**

**Answer any five questions. (5\*5)**

1. What is the importance of Personnel Management?
2. What does Job Analysis Involves?
3. Define Job Description. What is its basic purpose?
4. Briefly write about ‘Flexi-Working Hours’ & ‘Alternative Work-Patterns’.
5. What is the role of Job Analysis in Establishing Effective Hiring Practices?
6. What do you mean by Job Specification? What is its basic purpose?
7. Briefly write the Organizational Factors that affect Job Designing.

**SECTION-B**

**Answer any two questions. (10\*2)**

1. Point out various approaches to Job Design.
2. Give an account of various Job Analysis Tools.
3. Enlist and describe the benefits of Job Rotation.

**SECTION-C**

**Answer any two questions. (15\*2)**

1. Write a detail note on performance management & appraisal. Also discuss its potential benefits & complications.
2. Discuss the collection to be done during Job Analysis.
3. Compare and contrast between LMS & LCMS.