

**PSG COLLEGE OF ARTS & SCIENCE  
(AUTONOMOUS)**

**BCom(CS) DEGREE EXAMINATION DECEMBER 2025  
(Fifth Semester)**

**Branch – CORPORATE SECRETARYSHIP**

**MAJOR ELECTIVE COURSE – I : PERSONNEL MANAGEMENT**

Time: Three Hours

Maximum: 75 Marks

**SECTION-A (10 Marks)**

Answer ALL questions

ALL questions carry EQUAL marks

(10 × 1 = 10)

Module No.	Question No.	Question	K Level	CO
1	1	Personnel policies are the _____ of the organization. a) Constitution                      b) Epic c) Foundation                      d) None of the above	K1	CO1
	2	Which of the following is not a function of Personnel management? a) Training and development of manpower b) Recruitment and selection of manpower c) Wages and salary administration d) Production, Planning and control	K2	CO1
2	3	The final process of a job analysis is the preparation of two statements , namely_____ a) Job observation and job description b) Job specification and observation c) Job description and job specification d) Job analysis and Job observation	K1	CO1
	4	_____ refers to the process of identifying and attracting job seekers so as to build a pool of qualified job applicants. a) Selection                      b) Training c) Recruitments                      d) induction	K2	CO1
3	5	Which is not a method of employee training? a) Apprenticeships                      b) Job shadowing c) Sensitivity training                      d) Performance reviews	K1	CO1
	6	_____ method of training is not a part of the off-the-job training method. a) Sensitive training                      b) Transitional analysis c) Apprenticeship                      d) Conference method	K2	CO2
4	7	A _____ is a process of evaluating an employee's performance of a job in terms of its requirements. a) Performance management b) Performance analysis c) Performance appraisal d) Performance evaluation	K1	CO1
	8	Promotion of clerk as senior clerk is _____ a) Dry promotion                      b) Horizontal promotion c) Vertical promotion                      d) Job evaluation	K2	CO2
5	9	Any reward or benefit given in addition to wage is generally called _____ a) salary                      b) commission c) incentive                      d) award	K1	CO1
	10	Hazards resulting from pollution, vibration, radiation are regarded as _____ a) environmental hazards b) psychological hazard c) physical hazard d) physiological hazard	K2	CO2

Cont...

**SECTION - B (35 Marks)**Answer **ALL** questions**ALL** questions carry **EQUAL** Marks (5 × 7 = 35)

Module No.	Question No.	Question	K Level	CO
1	11.a.	Identify the need of personnel policies.	K3	CO2
		(OR)		
	11.b.	Construct the scope of personnel management.		
2	12.a.	Analysis the process of job analysis.	K4	CO3
		(OR)		
	12.b.	Categorize the levels of manpower planning.		
3	13.a.	List the objectives of training.	K4	CO4
		(OR)		
	13.b.	Examine the prerequisites of sound training.		
4	14.a.	Assess the criteria for a sound promotion policy.	K5	CO5
		(OR)		
	14.b.	Appraise the procedure for job evaluation.		
5	15.a.	Construct the various legal provisions for industrial safety.	K6	CO5
		(OR)		
	15.b.	Formulate the various methods of wage payment.		

**SECTION -C (30 Marks)**Answer **ANY THREE** questions**ALL** questions carry **EQUAL** Marks (3 × 10 = 30)

Module No.	Question No.	Question	K Level	CO
1	16	Categorize the functions of personnel management.	K4	CO4
2	17	Examine the factors affecting recruitment.	K4	CO4
3	18	Determine “on the job” training methods.	K5	CO5
4	19	Explain the traditional methods of performance appraisal.	K5	CO5
5	20	Discuss on various social security schemes available to employees in India.	K6	CO5

Z-Z-Z END