

PSG COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS)

BCom(CS) DEGREE EXAMINATION MAY 2026
(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	The subject matter of personnel management is a) Profit b) Capital investment c) Human being d) Wages and incentives	K1	CO1
	2	Which of the following is not Principle of Personal Policies? a) Principle of common interest b) Principle of Development c) Principle of recognition of trade unions d) Principle of team spirit	K2	CO1
2	3	Job analysis is a process of gathering information about the _____ a) Job holder b) Job c) Management d) organization	K1	CO1
	4	The process of matching suitable candidates with the available job vacancies is _____ a) Recruitment b) selection c) promotion d) interview	K2	CO2
3	5	What is on the job training? a) A method of learning through a role-playing scenario b) A training method that involves learning while performing actual job duties c) A course held in a conference room near the worksite d) Training provided by an external consultant	K1	CO1
	6	The following training aims to provide broad training to enable the trainee to take up a wide variety of tasks within his field of specialization a) Demonstration b) On-the-job training c) Apprenticeship d) Off-the-job training	K2	CO2
4	7	_____ is the step where the management finds out how effective it has been at hiring and placing employees. a) Performance management b) Performance analysis c) Performance appraisal d) Performance evaluation	K1	CO1
	8	Promotion of production manager as production director is ____ a) Vertical promotion b) Dry promotion c) Horizontal promotion d) Merit rating	K2	CO2
5	9	The amount of wage determined as per the provisions of the Minimum Wages Act of 1948 is known as _____ a) Minimum wage b) Basic wage c) Statutory minimum wage d) Fair wage	K1	CO1
	10	ESI Act is applicable to concern where _____ a) 30 or more b) 20 or more c) 10 or more d) 15 or more employees work	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.	Outline the objectives of personnel management.	K2	CO1
		(OR)		
	11.b.	Summarize the role of personnel manager.		
2	12.a.	Organize the importance of manpower planning.	K3	CO2
		(OR)		
	12.b.	Construct the different components of job specification.		
3	13.a.	Organize the principles of training.	K3	CO2
		(OR)		
	13.b.	Develop the purpose of training.		
4	14.a.	Analyse the causes for transfer.	K4	CO3
		(OR)		
	14.b.	Discover the methods of merit rating.		
5	15.a.	Appraise the essentials of an incentive scheme.	K5	CO5
		(OR)		
	15.b.	Justify the features of social security.		

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 aims and objectives of personnel policies.	K4	CO4
2	17	Examine the various stages involved in selection process of an employee.	K4	CO4
3	18	Explain "off the job" training methods.	K5	CO5
4	19	Evaluate the process of performance appraisal system.	K5	CO5
5	20	Discuss the different methods of wage payment and their relative merits and demerits.	K6	CO5

Z-Z-Z END