

**University of Pune**  
**Department of Management Sciences**  
**MBA-BT Semester IV**  
**Mid-Semester Exams Feb 2013**  
**408- Personnel Administration**  
**HR SPL-III**

**Maximum Marks: 40**

**Time: 2Hrs**

**Note ---Attempt any four questions**

**All questions carry equal marks**

Q1. What is Personnel Administration? Explain the objectives and principles of Personnel Administration.

Q2. Explain the functions of Personnel Management in detail.

Q3. What is Personnel Policy? Explain the objectives and content of Personnel Policies.

Q4. Explain the role of Personnel manager in the present global environment.

Q5. Draft the Charge Sheet against the employee for his following misconduct.

“Neglecting the orders of supervisor and instigating others to stop the work”

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