

June, 2022 MMPC-001: MANAGEMENT FUNCTIONS AND ORGANISATIONAL PROCESSES

Note: (i) There are two sections, A and B. (ii) Attempt any three questions from Section A. All questions carry 20 marks each. (iii) Section B is compulsory and carries 40 marks.

**Q1. Describe and discuss different processes of recruitment and their methods. Briefly explain the importance of Training and Development in organizations. 20**

**Ans:** Recruitment is defined as prompting maximum number of candidates to apply in the organization for vacant position of job. The function of recruitment is very essential because the conclusion of recruitment function is accepting huge number of applications in order to make selection from them. The two types of recruitment process are:

**A. Internal Recruitment Process-** in internal recruitment process unoccupied job

Positions are filled up by the already existing workers of the company. No applicants from outside is allowed in the internal source.

**Advantages of internal recruitment process are**

1. It is efficient and economical
2. It stimulates the already existing employees
3. Time required for training is less
4. Chances of turnovers are also less because employees are familiar with the organization's rules and regulations
5. It also helps in improving employee's performance as in order to get promotion better performance is shown by employees.
6. Employees are trained through transfer also as in the manifestation of job rotation.
7. Remaining workers can be moved to other department through transfer.

**Disadvantages**

1. No novel ideas will approach in the organization.
2. Limited choices will be there
3. Not satisfactory for new organization
4. Due to frequent transfer productivity of employees may get reduced.

**Methods of Internal Recruitment**

1. Transfer- transferring means carrying clients from one job position to another at the identical authority. The compensation level along with the authority level remain unchanged with the transfer. Prestige, rank and responsibilities also remained unchanged. The only thing which changes is the working place. E.g.: when a clerk is transferred from accounts to purchase department.
2. Promotion- promotion means transfer of employees from the current job position to higher authority level. With the promotion aspects like prestige, rank, employee's responsibility along with the authority level enhances.

**B. External Recruitment Process-** external recruitment is defined as a process in which Applications for filling the vacant job position are invited from outside the organization. It is preferred when a huge number of job positions are unoccupied.

**Advantages**

1. Fresh and novel talent contributes in the organization.
2. Wide array of options are available
3. Management comes across trained and qualified personnel.

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## **Table of Contents Personnel Management Question Paper June 2n5**

1. Understanding the eBook Personnel Management Question Paper June 2n5
  - The Rise of Digital Reading Personnel Management Question Paper June 2n5
  - Advantages of eBooks Over Traditional Books
2. Identifying Personnel Management Question Paper June 2n5
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Personnel Management Question Paper June 2n5
  - User-Friendly Interface
4. Exploring eBook Recommendations from Personnel Management Question Paper June 2n5
  - Personalized Recommendations
  - Personnel Management Question Paper June 2n5 User Reviews and Ratings
  - Personnel Management Question Paper June 2n5 and Bestseller Lists
5. Accessing Personnel Management Question Paper June 2n5 Free and Paid eBooks
  - Personnel Management Question Paper June 2n5 Public Domain eBooks
  - Personnel Management Question Paper June 2n5 eBook Subscription Services
  - Personnel Management Question Paper June 2n5 Budget-Friendly Options

6. Navigating Personel Management Question Paper June 2n5 eBook Formats
  - ePUB, PDF, MOBI, and More
  - Personel Management Question Paper June 2n5 Compatibility with Devices
  - Personel Management Question Paper June 2n5 Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Personel Management Question Paper June 2n5
  - Highlighting and Note-Taking Personel Management Question Paper June 2n5
  - Interactive Elements Personel Management Question Paper June 2n5
8. Staying Engaged with Personel Management Question Paper June 2n5
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Personel Management Question Paper June 2n5
9. Balancing eBooks and Physical Books Personel Management Question Paper June 2n5
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Personel Management Question Paper June 2n5
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Personel Management Question Paper June 2n5
  - Setting Reading Goals Personel Management Question Paper June 2n5
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Personel Management Question Paper June 2n5
  - Fact-Checking eBook Content of Personel Management Question Paper June 2n5
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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