

First Year – Second Semester (IODE)
Human Resource Management

Max Marks - 30

Min. Marks - 12

Note : Attempt all Section.

SECTION ‘ A ’. 5 x 10 = 5

(Total 10 Question, Attempt ALL, write correct option in space provided in assignment sheets)

1. Objective type questions.

- A. Which of the following factors state the importance of the Human Resource Planning?
- (i) Creating highly talented personnel
 - (ii) International strategies
 - (iii) Resistance to change and move
 - (iv) All of the above
- B. Human resource management is normally in nature:-
- (i) Proactive
 - (ii) Reactive
 - (iii) Combative
 - (iv) None of the above
- C. The poor quality of selection will mean extra cost on _____ and supervision.
- (i) Training
 - (ii) Development
 - (iii) Work quality
 - (iv) None of the above
- D. Step in recruitment process in which candidates are shortlisted fulfilling minimum requirements of job is classified as:-
- (i) Placement screening
 - (ii) compensatory screening
 - (iv) Pre-employment screening
 - (iv) affirmative screening
- E. _____ refers to the learning opportunities designed to help employees grow.

- (i) Training (ii) Development
(iii) Education (iv) All of the above

F. Successful defenders use performance appraisal for identifying _____.

- (i) Staffing needs (ii) Training needs
(iii) Job behavior (iv) None of the above

G. What is linked with performance appraisal?

- (i) Job Design (ii) Development
(iii) Job analysis (iv) None of the above

H. The following is not a job evaluation method.

- (i) Factor comparison method (ii) Point Method
(iii) Ranking method (iv) Assessment method

I. Free rein leadership is also known as

- (i) Democratic (ii) Autocratic
(iii) Laissez-faire (iv) Bureaucratic

J. The Trade Unions Act came into operation from _____.

- (i) 1st June, 1927 (ii) 1st May, 1926
(iii) 1st June, 1926 (iv) None of the above

SECTION ' B '. 1 x 5 = 5

(Total 10 Question, Attempt FIVE, question as per internal choice, write in space provided in assignment sheets)

02. What is Human Resource Management?

OR

What is scope of human resource management?

03. What do you mean by job analysis?

OR

What is recruitment?

04. What do you mean by training?

OR

What are the method of training?

05. What is job evaluation?

OR

What is performance appraisal?

06. What are trade unions?

OR

What is Grievance management?

SECTION ' C '. 2 x 3 = 6

(Total 5 Question, Attempt Three, question as per internal choice, write in space provided in assignment sheets)

07. Explain need and limitation of Human Resource Management?

OR

Explain the methods of JOB analysis?

08. What are the objectives of employee training?

OR

Accurate appraisal of performance is very difficult in the light of this statement discuss the problem in performance appraisal.

09. Briefly explain the causes of industrial dispute?

SECTION ' D '. 3 x 3 = 9

(Total 5 Question, Attempt Three, question as per internal choice, write in space provided in assignment sheets)

10. Discuss the process of human resource planning.

OR

What are the sources of recruitment? Explain the elements of good recruitment policy?

11. Explain different method of training the employee.

OR

“Performance Appraisal is not merely for appraisal but is for accomplishment and Improvement of performance”. Discuss.

12. Explain the functions of trade unions.

SECTION ‘ E’. **5 x 1 = 5**

(Total 2 Question, any one, write in space provided in assignment sheets)

13. What is grievance? How it can be handled?

OR

What do you understand by wage and salary Administration? What are the essentials of a sound wage and salary structure?