

[Time:2.30 Hrs

[Marks:75]

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Please check whether you have got the right question paper.

- N.B:
1. All question are compulsory.
 2. Figures to the right indicate full marks.
 3. Students answering in the regional language should refer in case of doubt to the main text of the paper in English.

- 1 A Multiple Choice Question (Any Eight) 8
- 1 Acquiring and _____ good people is critical to the success of every organization.
 - a) Maintaining
 - b) Promoting
 - c) Terminating
 - d) Developing
 - 2 HRM activity of updating the quality of manpower avoids managerial _____.
 - a) Control
 - b) Skill
 - c) obsolescence
 - d) Quality
 - 3 Job design refers to the way a set of tasks or an entire job is _____.
 - a) Organised
 - b) Semi Organised
 - c) Unorganised
 - d) Vertical
 - 4 Movement of an employee from one job to another is called as
 - a) Job Enlargement
 - b) Job Enrichment
 - c) Work Simplification
 - d) Job Rotation

5 In _____ Form of an interview several candidates are interviewed or evaluated simultaneously.

- a) Group Interviews
- b) Unstructured Interviews
- c) Structured Interviews
- d) Discussion Interviews

6 _____ refers to advancement of an employee to a higher post carrying greater responsibilities, higher status and better salary.

- a) Manpower inventory
- b) Promotion
- c) Human Resource Planning
- d) Transfer

7 _____ is more specific job related information..

- a) Development
- b) Training
- c) Case study
- d) Management institutions

8 _____ is the systematic description of an employee's job relevant strengths & weaknesses

- a) Performance Appraisal
- b) Performance Feedback
- c) Job Evaluation
- d) Executive Development

9 In _____ wage system workers are paid according to the amount of work done or the number of units produced

- a) Slice
- b) Piece
- c) Definite
- d) Classic

10 Incentive plans are broadly classified into ____ incentive plans and group incentive plans.

- a) Individual
- b) Dominant
- c) Factory
- d) External

1 B State whether the following statements are True or False (Any Seven) 7

- 1 The factor comparison method is used for job analysis.
- 2 Job analysis helps in performance appraisal.
- 3 Organization that lacks a corporate plan have SHRM.
- 4 HR managers need to think of themselves as strategic partner.
- 5 Recruitment & Selection are the same.
- 6 Promotion serves as an incentive to employees.
- 7 In training the Supervisor can concentrate on more important activities such as planning and controlling.
- 8 Off the job training is to improve knowledge about latest development.
- 9 Piecework is an incentive plan based on the number of units produced.
- 10 Job satisfaction is not an element of the work situation that affects incentives.

2 a) Explain the scenario of HRM in the global context. 8

b) Explain the scope of human resource management. 7

or

c) Explain the structure of Human Resource department in detail along with diagram. 8

d) Explain the scope and objectives of human resource management in brief. 7

3 a) Explain Job Analysis and its importance. 8

b) Define Job design and explain the various techniques of Job design. 7

OR

c) Define Job Evaluation and Explain its objectives. 8

d) Explain the term Job description along with the information contained in it. 7

- 4 a) Define Recruitment. What are the different sources of external recruitment. 8
b) Explain On-the-Job training methods. 7
OR
c) What is Human Resource Planning? Explain the steps involved in the Human Resource Planning Process. 8
d) Define training Explain the benefits of training to the organization. 7
- 5 a) Briefly enumerate the factors affecting wages and salaries. 8
b) What are the advantages of incentive plans? 7
OR
c) Write short notes (**Any 3**) 15
1) Guidelines for personnel manual
2) Direct observation method
3) Objectives of transfer
4) Training process
5) Incentives
