

- Q.22 Describe the roles of HRM in organization.
 - Q.23 Write down the objectives of job analysis.
 - Q.24 Enlist the importance of selection.
 - Q.25 What do you mean by intelligence test . Discuss
 - Q.26 Explain the process of placement.
 - Q.27 Define the concept of job enlargement.
 - Q.28 Write a short note on work behavior.
 - Q.29 Give the concept of absenteeism.
 - Q.30 Write a short note on Exit Interview.
 - Q.31 Enlist the importance of induction.
 - Q.32 What is Job satisfaction? Discuss.
 - Q.33 Describe the limitation of human resource management.
 - Q.34 Give the concept of job specification.
 - Q.35 Discuss the process of selection.

SECTION-D

Note: Long answer type questions. Attempt any two questions out of three questions. (2x10=20)

- Q.36 What do you mean by selection? Explain different methods of selection.

Q.37 Explain the impact of technology on HRM.

Q.38 Explain the causes and effects of labor turnover.

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SECTION-A

Note: Multiple choice questions. All questions are compulsory (10x1=10)

- Q.1 Human resource management emphasis

 - a) Development of people
 - b) Punishment of people
 - c) Adoption of people
 - d) None of these

Q.2 What is included in the content of the job description?

 - a) Skills and educational qualification
 - b) Job title and work environment
 - c) Both (a) and (b)
 - d) None of the above

Q.3 Job Analysis process is:-

 - a) Mostly informal b) Specialized
 - c) Highly formal d) Mostly technical

Q.4 HRM includes:

 - a) Training and development
 - b) Recruitment
 - c) Selection
 - d) All of these

- Q.5 Which type of information is conveyed by orientation?
- a) Training and education benefit
 - b) Job location
 - c) Job safety requirements
 - d) General information about the daily work routine
- Q.6 The poor quality of selection will mean extra cost on _____ and supervision.
- a) Training b) Recruitment
 - c) Work quality d) None of the above
- Q.7 _____ is a process of choosing the right person for the right job
- a) Transfer b) Selection
 - c) Placement d) Recruitment
- Q.8 HR managers are generally the _____ managers:
- a) Line b) Middle
 - c) Staff d) Top
- Q.9 Job title and Working conditions of a job are included in _____
- a) Job description b) Training
 - c) Recruitment d) Selection
- Q.10 _____ involves shifting the employees from one job to another
- a) Apprenticeship b) Coaching
 - c) Understudy d) Job rotation

(2)

186742-I/126742-I
/106761-I

SECTION-B

- Note:** Objective type questions. All questions are compulsory. (10x1=10)
- Q.11 Submit a list appraisers by whom they would like to be assessed. (True/False)
- Q.12 HRM is a process of managing human resources (True/False)
- Q.13 Job analysis provides information about the job and the job holder (True/False)
- Q.14 By using overtime, an employer avoids the costs and time associated with recruiting, selecting, and training employees. (True/False)
- Q.15 Job analysis precedes recruitment and selection (True/False)
- Q.16 Job specification states the duties, purpose and scope of a particular job (True/False)
- Q.17 Selection involves searching for prospective employees and inducing them to apply for the job . (True/False)
- Q.18 HRM is a onetime function. (True/False)
- Q.19 Placement precedes selection. (True/False)
- Q.20 Selection of candidates begins where their recruitment end (True/False)

SECTION-C

- Note:** Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)

- Q.21 Discuss the features of human resource management.

(3)

186742-I/126742-I
/106761-I