

## **SECTION-D**

**Note:** Long answer type questions. Attempt any two questions out of three questions. (2x8=16)

- Q.23 What do you mean by job analysis? Discuss the difference between job description and job specification.
- Q.24 What do you mean by Human Resource Management? Discuss the importance of Human Resource Management.
- Q.25 Discuss the 'On the job' and 'Off the job' training methods used in HRM.

No. of Printed Pages : 4

Roll No. ....

223045A

**4th Sem./ OMCA**

**Subject : Human Resource Management**

Time : 3 Hrs.

M.M. : 60

## **SECTION-A**

**Note:** Multiple choice questions. All questions are compulsory (6x1=6)

- Q.1 Which of the following is the correct abbreviation of HRM?
- a) Human Resource Management
  - b) Human Resrouceffulness Management
  - c) Human Relation Management
  - d) Humanistic Relation Management
- Q.2 Training methods includes
- a) Vestibule training    b) role playing
  - c) internship training    d) all of the above
- Q.3 What does a job specification include?
- a) Personal characteristics
  - b) Physical characteristics
  - c) Psychological characteristic
  - d) All of the above

(60)

(4)

223045A

(1)

223045A

- Q.4 HRM doesn't includes
- HR planning
  - Recruitment
  - Selection
  - Financial management
- Q.5 Selection process does not includes
- training
  - preliminary interview
  - written test
  - physical examination
- Q.6 Written tests includes
- |                     |                      |
|---------------------|----------------------|
| a) personality test | b) intelligence test |
| c) aptitude test    | d) all of the above  |
- Q.9 Executive development is the systematic process of learning and growth (True/False)
- Q.10 Selection is a positive process.(True/False)
- Q.11 Training is a short period process. (True/False)
- Q.12 Case study is the method of training (True/False)

### **SECTION-C**

**Note:** Short answer type questions. Attempt any eight questions out of ten questions.  $(8 \times 4 = 32)$

- Q.13 Explain the need of HRM in the present scenario
- Q.14 What do you mean by human resource development
- Q.15 Explain the process of executive development.
- Q.16 What do you mean by job specification
- Q.17 Discuss the approaches to job design
- Q.18 Discuss the process of human resource planning
- Q.19 Explain the process of training
- Q.20 Discuss the techniques of recruitment
- Q.21 Discuss the role of HR manager in an industrial concern
- Q.22 Discuss the objectives of job analysis.

### **SECTION-B**

**Note:** Objective/ Completion type questions. All questions are compulsory.  $(6 \times 1 = 6)$

- Q.7 Recruitment and staffing are one and the same thing.(True/False)
- Q.8 Effective staffing ensures the success of the organization(True/False)