

- Q.22 What is Job Description? Write the contents of Job description.
- Q.23 List out the objectives of Job Analysis.
- Q.24 Why is it important to study Human resource management?
- Q.25 Outline the causes of absenteeism.
- Q.26 Write a short note on Exit Interviews.
- Q.27 What are the potential causes of labour turnover in an organisation?
- Q.28 State the various advantages of Job enrichment.
- Q.29 What are the determinants of Job Satisfaction. Explain in brief.
- Q.30 Write a note on quality of work life.
- Q.31 How the advancement in technology impacted the HRM?
- Q.32 Explain the concept of Job Enlargement.
- Q.33 Write a note on Job Satisfaction and Work Behaviour.
- Q.34 State the importance of Selection process.
- Q.35 What are psychological tests? Explain.

#### SECTION-D

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

- Q.36 Explain the process of selection in detail.
- Q.37 Define HRM. State the features and limitation of HRM.
- Q.38 Write short notes on :
- Placement
  - Separation

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**4th Sem.**

**Branch : DBM. DBM (IPM)**

**Sub. : Human Resource Management-II**

Time : 3 Hrs.

M.M. : 100

#### SECTION-A

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

- Q.1 Which of the following best describes job evaluation?
- Assessing an employee's performance on the job
  - Determining the worth or value of a job within an organization
  - Conducting interviews with job applicants
  - Creating a job advertisement
- Q.2 HRM is responsible for :
- Financial Planning
  - Managing technology
  - Employee well being
  - Production scheduling
- Q.3 What is one of the key benefits of effective HRM practices?
- Increased production costs
  - Decreased employee satisfaction
  - Improved employee morale and productivity
  - Reduced market share
- Q.4 What is the primary goal of the selection process in HRM?
- To provide training to new hires
  - To attract a large pool of applicants
  - To identify and hire the best-fit candidates
  - To determine employee compensation

- Q.5 Why is an induction program important for new employees?
- To evaluate their performance
  - To improve job satisfaction
  - To reduce employee turnover
  - To assign job roles and responsibilities
- Q.6 Which stage of the selection process typically involves reviewing resumes, conducting initial interviews, and short listing candidates?
- Job offer
  - Preliminary screening
  - Placement
  - Performance appraisal
- Q.7 Which of the following best describes job enlargement?
- Increasing the depth of a job
  - Adding more tasks of the same level to a job
  - Reducing the scope of a job
  - Changing an employee's job role completely
- Q.8 A well-structured \_\_\_\_ policy outlines the procedures and guidelines for handling employee separations and resignations. (Separation/HR)
- Q.9 What can be a consequence of high absenteeism in an organization?
- Increased employee morale
  - Improved productivity
  - Disruption of workflow and decreased productivity
  - Enhanced employee engagement
- Q.10 High labour turnover is typically associated with :
- A stable and experienced workforce
  - A positive work environment
  - Increased recruitment and training costs
  - Employee retention strategies

## SECTION-B

**Note: Objective type questions. All questions are compulsory. (10x1=10)**

- Q.11 HR Professionals and managers typically conducts job analysis within an organization. (True/False)
- Q.12 \_\_\_\_\_ stage of the selection process typically involves reviewing resumes, conducting initial interviews and shortlisting candidates.
- Q.13 The primary goal of job enrichment is to enhance the \_\_\_\_ of work in a job.
- Q.14 State one feature of HRM.
- Q.15 Determining the worth or value of a job within an organization is called \_\_\_\_.
- Q.16 Employee \_\_ can be improved through job enrichment and providing opportunities for personal growth.
- Q.17 Job \_\_\_\_\_ involves adding more tasks and responsibilities to a job at the same level.
- Q.18 \_\_\_\_\_ is an essential part of the selection process, as it helps in identifying the candidate's fit with the organizational culture and values. (Reference checks/ interviews)
- Q.19 \_\_\_\_\_ refers to the frequent or habitual absence of an employee from work without a valid reason or prior approval.
- Q.20 Define Separation.

## SECTION-C

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

- Q.21 Write a note on Job Enlargement.