

- Q.16 state the merits and limitations of internal source of recruitment?
- Q.17 Explain the steps in selection process ?
- Q.18 Explain Recruitment and its techniques?
- Q.19 Write down the need of Training ?
- Q.20 Differentiate between "on the job" & off the job training method ?
- Q.21 Define the process of Human resource planning ?
- Q.22 Explain the concept of job Design and its approaches?

SECTION-D

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

- Q.23 Define the meaning & concept of Development. Also Differentiate between Training and Development ?
- Q.24 What is job analysis ? What are the steps involved in preparation of job analysis?
- Q.25 Discuss the sources of recruitment of employees and also mention its process?

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4th Sem / FAA

Subject : Fundamentals of Human Resource Management

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 Resourcefulness Management
c) Human Relation Management
d) Humanistic Relation Management
- Q.2 Selection is _____ in its application as much as it seeks to eliminate as many unqualified applications as possible in order to identify the right candidates.
a) Both negative and Positive
b) Positive
c) Negative
d) None of the above

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- Q.3 What are the pre- requisites for successful human resource planning?
- a) Backing of top management
 - b) Personal records must be complete
 - c) Techniques of planning should be the best
 - d) All of these
- Q.4 Which can be the result in loss of productivity ?
- a) Lack of employee b) Lack of Time
 - c) Lack of place d) Lack of training
- Q.5 Off the job training method consists
- a) Role playing method
 - b) Case Study method
 - c) programmed training
 - d) All of the above
- Q.6 Job analysis results in :
- a) Job Description b) Job Specification
 - c) Job evaluation d) All of the above

SECTION-B

Note: Objective/ Completion type questions. All questions are compulsory. (6x1=6)

- Q.7 HRD stands for _____.
- Q.8 Transfer is one of _____ source of requirement.
- Q.9 Reference check has no relevance with the selection of manpower (True/False)
- Q.10 Induction Training is one kind of " on the job training (True/False)
- Q.11 Recruitment is a positive process. (True/False)
- Q.12 Training helps in motivating Employees. (True/False)

SECTION-C

Note: Short answer type questions. Attempt any eight questions out of ten questions. (8x4=32)

- Q.13 Write down the functions of Human Resource management?
- Q.14 Differentiate between job Description and Job specification?
- Q.15 What are the objectives of Human Resource planning?