

### **Section-D**

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

- Q.23 Give the meaning and scope of Human Resource management.
- Q.24 Explain the concept of Human Resource planning by giving step-by-step details.
- Q.25 Explain the various sources of recruitment with examples.

No. of Printed Pages : 4

Roll No. ....

224145B

**4th Sem.**

**Branch : Finance, Accounts & Auditing**

**Sub. : Fundamentals of Human Resource Management**

Time : 3 Hrs.

M.M. : 60

### **SECTION-A**

**Note: Multiple Choice Questions. All Questions are compulsory. (6x1=6)**

- Q.1 Human Resource Management (HRM) is important because it helps in :
- a) Managing technology
  - b) Reducing product costs
  - c) Managing people effectively
  - d) Increasing taxes
- Q.2 Job analysis helps to understand:
- a) What tasks are involved in a job
  - b) The marketing strategy
  - c) The design of the office
  - d) The pricing of products
- Q.3 HR planning helps in :
- a) Deciding how many employees are needed
  - b) Designing a product
  - c) Managing customer relations
  - d) Setting up a sales strategy

- Q.4 Job design focuses on :
- Arranging tasks and responsibilities for a job
  - Designing the company logo
  - Planning a marketing campaign
  - Choosing office colors
- Q.5 Recruitment and selection are part of the HRM function called:
- Sales management
  - Production planning
  - Staffing
  - Marketing
- Q.6 A common technique of recruitment is :
- Social media ads
  - Printing product manuals
  - Writing reports
  - Setting up product displays

### Section-B

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

- Q.7 Recruitment and selection are key functions of HRM. (True/False)
- Q.8 HR planning is only about hiring more employees. (True/False)
- Q.9 Job design focuses on choosing the company's logo. (True/False)

- Q.10 HRM helps in managing employees within an organization. (True/False)
- Q.11 External recruitment means hiring people from outside the company. (True/False)
- Q.12 Job analysis is not necessary for assigning responsibilities. (True/False)

### Section-C

- Note: Short answer type Questions. Attempt any eight questions out of ten Questions. (8x4=32)**
- Q.13 Explain 4 characteristics of Human Resource management.
- Q.14 Explain 2 methods of job design.
- Q.15 What do you mean by human resource planning?
- Q.16 Explain job description in detail.
- Q.17 Explain the importance of human resource management.
- Q.18 What are various techniques of recruitment? Explain them.
- Q.19 Write 4 objectives of job analysis.
- Q.20 Write 4 points on importance of training.
- Q.21 What do you mean by recruitment? Explain this process.
- Q.22 What is the need of human resource planning?