

- Q.24 Explain the Various Element of good Training Programme.
- Q.25 What is Recruitment? Explain its method.
- Q.26 Explain the Various method of Training Programme.
- Q.27 What do you mean by performance appraisal? Explain the essential requirement of performance appraisal.
- Q.28 Explain the concept of transfer?
- Q.29 What do you understand by training? Explain its importance.
- Q.30 Define the qualities of good human resources manager?
- Q.31 Explain the various steps is an effective selection process?
- Q.32 Define the scope of Human Resource Management?
- Q.33 What is Human Resource planning? Explain its nature.
- Q.34 Explain the external sources of recruitment
- Q.35 Discuss the importance of human resources management

SECTION-D

- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)
- Q.36 Briefly explain the recruitment process
- Q.37 Explain the steps involved in Human Resource planning process?
- Q.38 Discuss the role of HR Manager?

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3rd Sem / FAA, DBM, IPM

Subject:- Human Resource Management

Time : 3Hrs.

M.M. : 100

SECTION-A

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

- Q.1 Which of the following is the correct abbreviation of HRM?
- Human Resource Management
 - Human Resourcefulness Management
 - Human Relation Management
 - Humanistic Relation Management
- Q.2 What is the need for Human Resource Planning?
- For undergoing an effective employee development program
 - To represent a base for recruitment
 - To represent a base for selection policy
 - All of the above
- Q.3 Human resource management emphasisa.
- Development of people
 - Punishment of people
 - Adoption of people
 - None of these
- Q.4 Basic managerial functions of HRM area
- Planning, organising, staffing

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- b) Planning, organising and co-ordinating
 - c) Planning, organising, directing and controlling
 - d) None of these
- Q.5 Challenges faced by Human resource management includes.
- a) Technological changes, workforce diversity, globalization
 - b) Productivity, career planning
 - c) Compensation management
 - d) Downsizing and voluntary retirement scheme
- Q.6 The process of familiarizing the new employees to the organization rules and regulations is known as
- a) Placement
 - b) Induction
 - c) Recruitment
 - d) Selection
- Q.7 Training process is
- a) Short term
 - b) Medium term
 - c) Long term
 - d) None of these
- Q.8 OJT stands for
- a) On the job training
 - b) On the job technique
 - c) On the job technology
 - d) Off the job training
- Q.9 _____ is the process of imparting or increasing knowledge or skill of an employee to do a particular job.
- a) Training
 - b) Development
 - c) Motivation
 - d) Leadership
- Q.10 Methods of training and development area
- a) Off the job
 - b) On the job
 - c) Both (a) and (b)
 - d) None of these

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SECTION-B

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

- Q.11 Job specification includes _____ Physical characteristics / objective characteristics
- Q.12 What is the full form HRP
- Q.13 Staffing includes _____ workload estimation / job analysis
- Q.14 _____ is the basis of in organization Specialization / division of work
- Q.15 Manpower selection process is the first step in the employment _____ labor/management
- Q.16 What do you mean by selection
- Q.17 Define performance appraisal
- Q.18 A advisement is source recruitment (True/False)
- Q.19 The recruitment and selection process aim at right kind of people at right place (True/False)
- Q.20 How many stages does the recruitment process comprise off (Two/Five)

SECTION-C

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

- Q.21 What do you Mean by Induction Programme? Define its objectives.
- Q.22 Define the Basis of Promotions.
- Q.23 Explain the Important function of Human Resource Management.

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