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Roll No. ....

223045A

4th Sem.  
Branch : OMCA  
Sub. : Human Resource Management

Time : 3 Hrs.

M.M. : 60

### **SECTION-A**

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

Q.1 \_\_\_\_\_ 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.2 Methods of job evaluation are:

- a) Qualitative method
- b) Quantitative method
- c) Both A & B
- d) None of these

Q.3 Jobs analysis results in :

- a) Job description
- b) Job specification
- c) Job evaluation
- d) All of these

Q.4 HRM function does not involve:

- a) Recruitment
- b) Selection
- c) Cost Control
- d) Training

Q.5 How often HR planning process is implemented within an organization?

- a) Quarterly
- b) Continuously
- c) Annually
- d) None of these

Q.6 \_\_\_\_\_ is a process of searching for prospective employees and stimulating them to apply for job:

- a) Recruitment
- b) Selection
- c) Placement
- d) Induction

### **SECTION-B**

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

Q.7 HRM lacks the organisation to achieve its goals.  
(True/False)

Q.8 Promotion is not an internal source of recruitment.  
(True/False)

Q.9 HRM is a process of managing human resources.  
(True/False)

Q.10 Job analysis refers to the process of getting detailed information about jobs. (True/False)

Q.11 Transfers is not an internal source of recruitment.  
(True/False)

Q.12 Apprenticeship training method help workers learn while working with superiors. (True/False)

### **SECTION-C**

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

Q.13 Define Human Resource Management.

Q.14 Briefly explain the functions of Human Resource Management.

Q.15 Explain the objectives of Human Resource Planning.

Q.16 Briefly define any two methods of job design.

Q.17 Define the concept of job Analysis.

Q.18 Explain external sources of recruitment.

Q.19 Define Selection.

Q.20 Define the steps in selection process.

Q.21 Define the concept of Executive Development.

Q.22 What is the significance of Job Analysis.

### **SECTION-D**

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

Q.23 Explain the qualities of HR Manager.

Q.24 Explain the process of Human Resource planning.

Q.25 Explain sources of Recruitment.