

- Q.22 Describe the roles of HRM in organization.
- Q.23 Write down the objectives of job analysis.
- Q.24 Enlist the importance of selection.
- Q.25 What do you mean by intelligence test . Discuss
- Q.26 Explain the process of placement.
- Q.27 Define the concept of job enlargement.
- Q.28 Write a short note on work behavior.
- Q.29 Give the concept of absenteeism.
- Q.30 Write a short note on Exit Interview.
- Q.31 Enlist the importance of induction.
- Q.32 What is Job satisfaction? Discuss.
- Q.33 Describe the limitation of human resource management.
- Q.34 Give the concept of job specification.
- Q.35 Discuss the process of selection.

#### SECTION-D

- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)
- Q.36 What do you mean by selection? Explain different methods of selection.
- Q.37 Explain the impact of technology on HRM.
- Q.38 Explain the causes and effects of labor turnover.

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Time : 3Hrs.

M.M. : 100

#### SECTION-A

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

- Q.1 Human resource management emphasis
- Development of people
  - Punishment of people
  - Adoption of people
  - None of these
- Q.2 What is included in the content of the job description?
- Skills and educational qualification
  - Job title and work environment
  - Both (a) and (b)
  - None of the above
- Q.3 Job Analysis process is:-
- Mostly informal
  - Specialized
  - Highly formal
  - Mostly technical
- Q.4 HRM includes:
- Training and development
  - Recruitment
  - Selection
  - All of these

- Q.5 Which type of information is conveyed by orientation?
- Training and education benefit
  - Job location
  - Job safety requirements
  - General information about the daily work routine
- Q.6 The poor quality of selection will mean extra cost on \_\_\_\_\_ and supervision.
- Training
  - Recruitment
  - Work quality
  - None of the above
- Q.7 \_\_\_\_\_ is a process of choosing the right person for the right job
- Transfer
  - Selection
  - Placement
  - Recruitment
- Q.8 HR managers are generally the \_\_\_\_\_ managers:
- Line
  - Middle
  - Staff
  - Top
- Q.9 Job title and Working conditions of a job are included in \_\_\_\_\_
- Job description
  - Training
  - Recruitment
  - Selection
- Q.10 \_\_\_\_\_ involves shifting the employees from one job to another
- Apprenticeship
  - Coaching
  - Understudy
  - Job rotation

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## SECTION-B

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

- Q.11 Submit a list appraisers by whom they would like to be assessed. (True/False)
- Q.12 HRM is a process of managing human resources (True/False)
- Q.13 Job analysis provides information about the job and the job holder (True/False)
- Q.14 By using overtime, an employer avoids the costs and time associated with recruiting, selecting, and training employees. (True/False)
- Q.15 Job analysis precedes recruitment and selection (True/False)
- Q.16 Job specification states the duties, purpose and scope of a particular job (True/False)
- Q.17 Selection involves searching for prospective employees and inducing them to apply for the job . (True/False)
- Q.18 HRM is a onetime function. (True/False)
- Q.19 Placement precedes selection. (True/False)
- Q.20 Selection of candidates begins where their recruitment end (True/False)

## SECTION-C

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

- Q.21 Discuss the features of human resource management.

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