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 essential for improving:

a) Employee performance

b) Office furniture

c) Building design

d) Weather forecasts

Q.2　One of the key functions of HRM is :

a) Selling Products

b) Training employees

c) Managing inventories

d) Designing buildings

Q.3　Selection refers to :

a) Choosing the right candidate for a job

b) Designing new products

c) Setting up company goals

d) Deciding on office locations

SECTION-D

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

Q.23　Explain the functions of Human Resource management is detail

Q.24　Explain the various types of training to be given to the staff.

Q.25　Give the meaning of job description and job specification. Also explain how job description is different from job specification.

Q.4 The goal of HR planning is to :

a) Improve product quality

b) Ensure the right number or employees are hired

c) Create advertising campaigns

d) Manage daily operations

Q.5 An internal sources of recruitment is :

a) Advertising on TV

b) Promoting current employees

c) Posting jobs on websites

d) Hiring from other companies

Q.6 Job analysis is done to :

a) Increase product sales

b) Define job responsibilities

c) Improve customer service

d) Manage financial accounts

SECTION-B

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

Q.7 Job analysis helps to understand what a job requires. (True / False)

Q.8 HRM does not involve employee training. (True / False)

Q.9 Promoting exiting employees is an internal source of recruitment. (True / False)

Q.10 HRM is only important for large companies. (True / False)

Q.11 Job design helps organize tasks and duties for a job. (True / False)

Q.12 HR planning ensures the company has the right number of employees. (True / False)

SECTION-C

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

Q.13 Explain 4 sources of recruitment.

Q.14 What are the various levels of HR planning?

Q.15 Write 4 objectives of Human Resource management.

Q.16 Explain the process of human resource planning.

Q.17 What are the approaches to job design?

Q.18 What are the various steps involved in selection process?

Q.19 Write 4 functions of Human Resource management.

Q.20 What are various types of training?

Q.21 Write 4 objectives of human resource planning.

Q.22 What is the significance of job analysis?