

- Q.22 What is Job Description? Write the contents of Job description.
- Q.23 List out the objectives of Job Analysis.
- Q.24 Why is it important to study Human resource management?
- Q.25 Outline the causes of absenteeism.
- Q.26 Write a short note on Exit Interviews.
- Q.27 What are the potential causes of labour turnover in an organisation?
- Q.28 State the various advantages of Job enrichment.
- Q.29 What are the determinants of Job Satisfaction. Explain in brief.
- Q.30 Write a note on quality of work life.
- Q.31 How the advancement in technology impacted the HRM?
- Q.32 Explain the concept of Job Enlargement.
- Q.33 Write a note on Job Satisfaction and Work Behaviour.
- Q.34 State the importance of Selection process.
- Q.35 What are psychological tests? Explain.

#### **SECTION-D**

**Note:** Long answer questions. Attempt any two questions out of three Questions.  $(2 \times 10 = 20)$

- Q.36 Explain the process of selection in detail.
- Q.37 Define HRM. State the features and limitation of HRM.
- Q.38 Write short notes on :
- Placement
  - Separation

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**4th Sem.**  
**Branch : DBM. DBM (IPM)**  
**Sub. : Human Resource Management-II**

Time : 3 Hrs.                                M.M. : 100

#### **SECTION-A**

**Note:** Multiple choice Questions. All Questions are compulsory.  $(10 \times 1 = 10)$

- Q.1 Which of the following best describes job evaluation?  
 a) Assessing an employee's performance on the job  
 b) Determining the worth or value of a job within an organization  
 c) Conducting interviews with job applicants  
 d) Creating a job advertisement
- Q.2 HRM is responsible for :  
 a) Financial Planning  
 b) Managing technology  
 c) Employee well being  
 d) Production scheduling
- Q.3 What is one of the key benefits of effective HRM practices?  
 a) Increased production costs  
 b) Decreased employee satisfaction  
 c) Improved employee morale and productivity  
 d) Reduced market share
- Q.4 What is the primary goal of the selection process in HRM?  
 a) To provide training to new hires  
 b) To attract a large pool of applicants  
 c) To identify and hire the best-fit candidates  
 d) To determine employee compensation

- Q.5 Why is an induction program important for new employees?  
 a) To evaluate their performance  
 b) To improve job satisfaction  
 c) To reduce employee turnover  
 d) To assign job roles and responsibilities
- Q.6 Which stage of the selection process typically involves reviewing resumes, conducting initial interviews, and short listing candidates?  
 a) Job offer  
 b) Preliminary screening  
 c) Placement  
 d) Performance appraisal
- Q.7 Which of the following best describes job enlargement?  
 a) Increasing the depth of a job  
 b) Adding more tasks of the same level to a job  
 c) Reducing the scope of a job  
 d) Changing an employee's job role completely
- Q.8 A well-structured \_\_\_\_\_ policy outlines the procedures and guidelines for handling employee separations and resignations. (Separation/HR)
- Q.9 What can be a consequence of high absenteeism in an organization?  
 a) Increased employee morale  
 b) Improved productivity  
 c) Disruption of workflow and decreased productivity  
 d) Enhanced employee engagement
- Q.10 High labour turnover is typically associated with :  
 a) A stable and experienced workforce  
 b) A positive work environment  
 c) Increased recruitment and training costs  
 d) Employee retention strategies

- SECTION-B**
- Note:** Objective type questions. All questions are compulsory. (10x1=10)
- Q.11 HR Professionals and managers typically conducts job analysis within an organization. (True/False)
- Q.12 \_\_\_\_\_ stage of the selection process typically involves reviewing resumes, conducting initial interviews and shortlisting candidates.
- Q.13 The primary goal of job enrichment is to enhance the \_\_\_\_\_ of work in a job.
- Q.14 State one feature of HRM.
- Q.15 Determining the worth or value of a job within an organization is called \_\_\_\_\_.
- Q.16 Employee \_\_\_\_\_ can be improved through job enrichment and providing opportunities for personal growth.
- Q.17 Job \_\_\_\_\_ involves adding more tasks and responsibilities to a job at the same level.
- Q.18 \_\_\_\_\_ is an essential part of the selection process, as it helps in identifying the candidate's fit with the organizational culture and values. (Reference checks/interviews)
- Q.19 \_\_\_\_\_ refers to the frequent or habitual absence of an employee from work without a valid reason or prior approval.
- Q.20 Define Separation.

- SECTION-C**
- Note:** Short answer type Questions. Attempt any twelve questions out of fifteen Questions. (12x5=60)
- Q.21 Write a note on Job Enlargement.