

- Q.16 state the merits and limitations of internal source of recruitment?
- Q.17 Explain the steps in selection process ?
- Q.18 Explain Recruitment and its techniques?
- Q.19 Write down the need of Training ?
- Q.20 Differentiate between "on the job"&" off the job training method ?
- Q.21 Define the process of Human resource planning ?
- Q.22 Explain the concept of job Design and its approaches?

SECTION-D

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

- Q.23 Define the meaning & concept of Development. Also Differentiate between Training and Development ?
- Q.24 What is job analysis ? What are the steps involved in preparation of job analysis?
- Q.25 Discuss the sources of recruitment of employees and also mention its process?

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4th Sem / FAA

**Subject : 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 Which of the following is the correct abbreviation of HRM?
- a) Human Resource Management
 - b) Human Resourcefulness Management
 - c) Human Relation Management
 - d) Humanistic Relation Management
- Q.2 Selection is _____ in its application as much as it seeks to eliminate as many unqualified applications as possible in order to identify the right candidates.
- a) Both negative and Positive
 - b) Positive
 - c) Negative
 - d) None of the above

Q.3 What are the pre- requisites for successful human resource planning?

- a) Backing of top management
- b) Personal records must be complete
- c) Techniques of planning should be the best
- d) All of these

Q.4 Which can be the result in loss of productivity ?

- a) Lack of employee b) Lack of Time
- c) Lack of place d) Lack of training

Q.5 Off the job training method consists

- a) Role playing method
- b) Case Study method
- c) programmed training
- d) All of the above

Q.6 Job analysis results in :

- a) Job Description b) Job Specification
- c) Job evaluation d) All of the above

SECTION-B

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

Q.7 HRD stands for _____.

Q.8 Transfer is one of _____ source of requirement.

Q.9 Reference check has no relevance with the selection of manpower (True/False)

Q.10 Induction Training is one kind of " on the job training (True/False)

Q.11 Recruitment is a positive process. (True/False)

Q.12 Training helps in motivating Employees. (True/False)

SECTION-C

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

Q.13 Write down the functions of Human Resource management?

Q.14 Differentiate between job Description and Job specification?

Q.15 What are the objectives of Human Resource planning ?