

- Q.25 Discuss the nature of human resource planning.
- Q.26 State the various basis of promotion in a brief manner.
- Q.27 What are the basic qualifications to become a HR manager?
- Q.28 State the merits of any two methods of recruitment.
- Q.29 What is the importance of performance appraisal ? Explain.
- Q.30 Explain the concept of all-the-Job Training.
- Q.31 Write down the process of recruitment.
- Q.32 Briefly explain the Process of staffing.
- Q.33 Explain any two psychological tests used in selection.
- Q.34 State the objectives of Induction.
- Q.35 What is the need pf performance appraisal in an organisation?

#### SECTION-D

- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)
- Q.36 Discuss the meaning, scope, objectives and functions of human resource management.
- Q.37 Explain the meaning, need as well as any two methods of performance appraisal of the employees.
- Q.38 Define the concept and importance of Training. Explain any two types of training & their advantages.

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#### FAA, DBM, DBMCI Subject:- Human Resource Mgt.

Time : 3Hrs.

M.M. : 100

#### SECTION-A

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

- Q.1 \_\_\_\_\_ is the process of familiarising the new employees with new job & employees
- a) placement                      b) orientation  
c) Recruitment                      d) None of these
- Q.2 Internal sources of the recruitment is
- a) Gate Hiring                      b) Casual Callers  
c) Promotion                      d) Campus interview
- Q.3 Which mode on recruitment is least expensive?
- a) Direct Recruitment                      b) Campus recruitment  
c) Consultant                      d) Media Advertising
- Q.4 Face to face conversation between the applicant and employers is known as
- a) Selection                      b) orientation  
c) Interview                      d) Campus recruitment
- Q.5 Training is a process by which \_\_\_\_\_ of employees is increased.
- a) Knowledge                      b) efficiency

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- c) Skills                              d) All of these
- Q.6 A selection test Judge the emotional ability of employees is
- a) Personality Test              b) Trade Test
- c) Intelligence Test              d) Aptitude Test
- Q.7 Strategic thinking is a \_\_\_\_\_ process.
- a) Short term                              b) Long term
- c) Continuous                              d) All of above
- Q.8 \_\_\_\_\_ executives take a full part in the strategic planning process.
- a) Training & Development
- b) Human Resources
- c) Quality Control
- d) Production
- Q.9 Process of analysing jobs from which Job descriptions are develop are called \_\_\_\_\_.
- a) Job Analysis                              b) Job evaluation
- c) Job enrichment                              d) Job enlargement
- Q.10 360-Degree Feedback enhances the quality of \_\_\_\_\_ decisions.
- a) HR    b) Management
- c) HRD    d) All of above

### SECTION-B

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

- Q.11 Aptitude test is a Psychological Test. (T/F)

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- Q.12 Interview is \_\_\_\_\_ interaction between Intervierer applicant.
- Q.13 Background check is done after the selection of a candidate. (T/F)
- Q.14 Special Trade Efficiency Test is one kind of \_\_\_\_\_ Tests.
- Q.15 Training is an \_\_\_\_\_ Procedure.
- Q.16 Vestibule training is on-the -job Training. (T/F)
- Q.17 Which source of the recruitment has benefit of “Wider choice”?
- Q.18 Performance appraisal is done at fixed period of time. (T/F)
- Q.19 Every organisation has its own promotion Policy. (T/F)
- Q.20 Staffing is refers to filling and keeping filled the posts with people. (T/F)

### SECTION-C

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

- Q.21 Why is staffing considered an important function of management ? Explain.
- Q.22 Explain the importance of interview in the selection Process.
- Q.23 State the main features of Training.
- Q.24 What is meant by Training and Development? Explain any three points.

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