

- Q.27 What are the various techniques of job enrichment?
- Q.28 List out the various features of HRM.
- Q.29 Define job description. Write its objectives.
- Q.30 State the importance of Induction and Placement.
- Q.31 What is quality of work life? Explain.
- Q.32 Write a note on exit interviews.
- Q.33 Explain the objectives of job analysis.
- Q.34 Differentiate between recruitment and selection.
- Q.35 Explain the limitations of HRM.

#### SECTION-D

**Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)

- Q.36 What is selection? Explain in detail the steps in selection procedure.
- Q.37 Elaborate the importance and imitations of HRM in detail.
- Q.38 Define job analysis. Explain the process of job analysis.

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**Subject : Human Resource Management-II**

Time : 3 Hrs.

M.M. : 100

#### SECTION-A

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

- Q.1 This gives details about the name of the job, qualification, qualities required and work conditions etc.
- a) Job Analysis                  b) Job selection
  - c) Job specification              d) Job description
- Q.2 On the date of joining the employee is introduced to the company and other employees this process is called as
- a) Training                        b) Induction
  - c) Introduction                    d) Fresher welcome
- Q.3 \_\_\_\_\_ is a process of searching for prospective employees and stimulating them to apply for jobs.
- a) Selection                      b) Induction
  - c) Recruitment                    d) Orientation
- Q.4 \_\_\_\_\_ can be defined as process of choosing the right person for the right job.

- a) Selection                  b) Recruitment  
 c) Induction                  d) Orientation
- Q.5** \_\_\_\_\_ is any learning activity, which is directed towards future needs rather than present needs  
 a) Training                  b) Education  
 c) Instruction                  d) Development
- Q.6** The horizontal expansion of jobs is  
 A) Job enrichment      b) Job enlargement  
 c) Job description      d) Job specification
- Q.7** \_\_\_\_\_ is understood as the allocation of people to jobs.  
 a) Placement                  b) Induction  
 c) Interview                  d) Recruitment
- Q.8** It is used as a device to screen the candidates at the preliminary level  
 a) Application form      b) Application bank  
 c) Both A & B                  d) Interview
- Q.9** \_\_\_\_\_ involves a collection of job related information  
 a) Job Description      b) Job analysis  
 c) Job designing
- Q.10** \_\_\_\_\_ is the formal and systematic modification of behaviour through learning  
 a) Training                  b) Education

## SECTION-B

- Note :** Very short answer type questions. All questions are compulsory. (10x1=10)
- Q.11 Job enlargement.  
 Q.12 Quality Circle.  
 Q.13 Intelligence tests.  
 Q.14 Separation.  
 Q.15 Placement.  
 Q.16 Work Measurement.  
 Q.17 Thematic Appreciation Test.  
 Q.18 One Benefit of Job specification.  
 Q.19 One importance of Interview.  
 Q.20 One role of Induction.

## SECTION-C

- Note :** Short answer type questions. Attempt any twelve question out of fifteen question. (12x5=60)
- Q.21 What is the impact of technology on HRM?  
 Q.22 Differentiate between job specification and job description.  
 Q.23 What are the various methods of selection?  
 Q.24 Write a note on job satisfaction and work behaviour.  
 Q.25 Briefly explain the causes of absenteeism .  
 Q.26 Explain the measures to control labour turnover.