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(Revision -2015)

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Signature

**DIPLOMA EXAMINATION IN ENGINEERING/TECHNOLOGY/
MANAGEMENT/COMMERCIAL PRACTICE, OCTOBER/NOVEMBER – 2018**

HUMAN RESOURCE MANAGEMENT

[Maximum Marks: 100]

[Time: 3 Hours]

PART-A

[Maximum Marks: 10]

I. Answer all the questions in one or two sentences. Each question carries 2 Marks.

1. Define Human Resource Planning.
2. State the meaning of employee recruitment.
3. State the meaning of transfer.
4. List any two causes of employee grievance.
5. Define collective bargaining.

(5x2=10)

PART - B

(Maximum Marks: 30)

II. Answer any five of the following questions. Each question carries 6 marks.

1. List the objectives of Human Resource Planning.
2. Explain the external sources of recruitment.
3. List any six benefits offered by organizations to its employees.
4. Describe the objectives of trade union.
5. List out the traditional methods of performance appraisal.
6. Explain the methods of measuring job satisfaction.
7. Discuss the internal factors affecting employee recruitment.

(5x 6 = 30)

PART - C

(Maximum Marks-60)

Answer *one* full question from each unit. Each full question carries 15 marks

UNIT – I

III. Define HRM. Explain the operative function of HRM (15)

OR

IV. (a). Explain job description. (8)

(b). Discuss the concept of job specification (7)

UNIT – II

V. (a). Describe the steps involved in the selection procedure (10)

(b). Explain the concept of employee orientation. (5)

OR

VI. (a). Describe the term training. (5)

(b). Explain the tradition training techniques. (10)

UNIT – III

VII. Discuss the determinants of employee compensation (15)

OR

VIII. (a). Describe the nature of performance appraisal (7)

(b). Explain the objectives of performance appraisal (8)

UNIT – IV

IX. (a). Discuss the features of employee discipline. (5)

(b). Explain the process of disciplinary action in an organization (10)

OR

X. (a). Discuss the principles of trade union. (10)

(b). Differentiate between suspension and retrenchment (5)