



- 1-d. The duties and responsibilities involved in a particular job is known as\_\_\_\_\_. 1
- (a) Job description
  - (b) Job specification
  - (c) Job design
  - (d) Job analysis
- 1-e. The type of interview in which questions are prepared in advance. 1
- (a) Stress
  - (b) Unstructured
  - (c) Structured Interview
  - (d) none of the above
- 1-f. Campus selection is a \_\_\_\_\_ source of recruitment. 1
- (a) Fresh
  - (b) Modern
  - (c) Internal
  - (d) External
- 1-g. When an employee is promoted but his salary does not increase it is known as- 1
- (a) Dry promotion
  - (b) Merit based promotion
  - (c) Seniority based promotion
  - (d) None of these
- 1-h. Evaluation based on some key incidences is called \_\_\_\_\_. 1
- (a) Checklist
  - (b) MBO
  - (c) Log method
  - (d) Critical Incident method
- 1-i. -----also known as pay-for-performance. 1
- (a) Incentives
  - (b) wages
  - (c) salary
  - (d) bonus
- 1-j. In which of the following methods are grievances ascertained at the time of employees 1

quitting the organization?

- (a) The exit interview method
- (b) The gripe-box system
- (c) The open-door policy
- (d) Opinion surveys

2. Attempt all parts:-

- 2.a. Enlist the different qualities of a HR manager. 2
- 2.b. Enlist the components of Job specification. 2
- 2.c. Define the term selection. 2
- 2.d. Define the term career. 2
- 2.e. Define Fair Wages. (CO5) 2

SECTION B

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3. Answer any five of the following:-

- 3-a. Define Strategic Human Resource Management. Explain its benefits to the organizations. (CO1) 6
- 3-b. Trace the evolution of human resource management. 6
- 3-c. Discuss the factors affecting the HRP process. 6
- 3-d. Discuss the different methods to gather data for Job analysis. 6
- 3.e. Differentiate between Internal & External Sources of Recruitment. (CO3) 6
- 3.f. Training need assessment is the first step in the training process. If you are an HR manager, how would you identify if your employee needs training and which type of training. 6
- 3.g. Explain in detail various employee benefits and employee services. 6

SECTION C

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4. Answer any one of the following:-

- 4-a. Explain the concept of HR scorecard. Discuss the important steps in framing a score card. (CO1) 10
- 4-b. Explain the nature and role of HRM in modern context. 10

5. Answer any one of the following:-

- 5-a. Top level executives are responsible for HR planning as it is one of the important factors influencing the success of an organization. Do you agree? Give your views in support of your answer. 10

- 5-b. Prepare a specimen of Job description highlighting the important components of Job description. 10
6. Answer any one of the following:-
- 6-a. Discuss the recent trends in Recruitment. 10
- 6-b. Define Testing in Selecting. Explain its validity and reliability in selection process. What types of tests do you adopt for selecting softwares engineers in an IT company? 10
7. Answer any one of the following:-
- 7-a. Discuss the methods of performance appraisal. (CO4) 10
- 7-b. Elaborate how the Training & Development activities in organization improves organization's effectiveness. (CO4) 10
8. Answer any one of the following:-
- 8 Define the term labor welfare. How welfare is administered in an organization? Enlist the legislation that mentions welfare in India. 10
- 8 Develop a Grievance handling mechanism for a large firm in India. 10