

BT
27/09/25

Time: 2.30 Hrs

Marks: 75

1.

A. Multiple Choice Questions (Any Eight)

Marks: 08

1. _____ is the process by which we understand the nature of the job and its human requirements.

- a) Job analysis
- b) Job Specification
- c) Job Description
- d) None of the above

2. _____ can be developed through effective training and development programmes.

- a) Knowledge
- b) Employee Potentialities
- c) Employee health
- d) All of the above

3). _____ refers to the possession of information, facts, and techniques of a particular job.

- a) skills
- b) knowledge
- c) Experience
- d) Inexperience

4). Job design refers to the way that a set of tasks or an entire job is _____

- a) organized
- b) semi-organized
- c) unorganized
- d) vertical.

5) Organizations have better knowledge about the _____ candidate.

- a) Internal
- b) External
- c) Referred
- d) Local

6) A transfer is a _____ movement within the same grade, from one job to another.

- a) Horizontal
- b) Vertical
- c) Lateral
- d) Triangular

7). In _____ system, workers are paid according to the amount of work done or the number of units produced.

- a) wage
- b) Piece
- c) Balance
- d) Block

8). _____ refers to all forms of financial returns, tangible services, and benefits employees receive as part of their employment relationship

- a) Compensation
- b) Incentive
- c) Bonus
- d) Fringe

9. Participation encourages people to accept _____ in their group's activities.

- a)Neutrality
- b)Responsibility
- c)Feudality
- d)Risk

10. Employee participation helps to reduce industrial _____ and promotes peace.

- a)Autocracy
- b)Disputes
- c)Pessimism
- d)Neuropathy

1B State whether the following Statements are True Or False(Any Seven)

7

- 1)The Personnel manual is an organization's usable guidebook for its employees.
- 2)Globalization has led to outsourcing of jobs
- 3.With Indirect Observation, the trained job analyst can obtain first-hand knowledge and information about the job being analyzed.
- 4.Job description does not assist the candidate to understand the requirements of the job which are to be fulfilled by him.
- 5. Recruitment is concerned with tapping the sources of human resources
- 6. Training programs for supervisory staff and managers are called role playing
- 7. Personality characteristics of workers influences successful participation
- 8. Employee feel isolated if they feel that they are not having an impact on the organization.
- 9. Recruitment is the process of identifying and encouraging a prospective employees to apply for jobs.
- 10. Adequate service records of all workers need not be maintained for the purpose of selection of employees for promotion.

2. a)Explain the changed role of Human Resource manager in the new global business environment. 8

b)Highlight the role of Human Resource manager in banks. 7

OR

c)Define Human Resource Management and explain the significance of Human Resource Management at different levels. 8

d) Discuss the role of Human Resource Manager in the Insurance sector. 7

3. a)Define Job Analysis and explain the purpose of Job Analysis. 8

b) Explain the meaning of Job Satisfaction and explain the factors affecting Job Satisfaction. 7

OR

- c) Explain the principles of Job Evaluation. 8
- d) Explain Job Specification and its contents. 7

- 4. a) Explain some of the sources of Recruitment. 8
- b) Briefly explain the objectives of a sound training program. 7

OR

- c) Briefly discuss the selection process. 8
- d) Briefly discuss the requirements of a sound training program. 7

- 5.a) Briefly discuss Time Wage System and Piece Wage System. 8
- b) Define Performance Appraisal and discuss its importance. 7

OR

- c) Short Notes (Answer any three) 15
 - 1) Guidelines for preparing a sound personnel policy manual.
 - 2) Techniques of Job Design
 - 3) Human Resource Planning.
 - 4) Post appraisal interview
 - 5) Performance Appraisal Limitations.
