

Time: 2 Hours

Total Marks: 75

QI

MARKS 15

A) Multiple-Choice (Answer any 8)

(08)

- 1) Acquiring and \_\_\_\_\_ good people is critical to the success of every organisation.
  - a) Maintaining
  - b) Promoting
  - c) Terminating
  - d) Developing
- 2) HRM activity of updating the quality of manpower avoids managerial \_\_\_\_\_.
  - a) Control
  - b) Skill
  - c) Obsolescence
  - d) Quality
- 3) Job analysis involves a \_\_\_\_\_ investigation of jobs using a variety of methods.
  - a) Systematic
  - b) Continuous
  - c) Random
  - d) Vague
- 4) Empowered Employees are given \_\_\_\_\_.
  - a) Autonomy
  - b) Autocracy
  - c) Monarchy
  - d) Bureaucracy
- 5) \_\_\_\_\_ is the process of identifying and encouraging prospective employees to apply for jobs.
  - a) Human Resource Planning
  - b) Selection
  - c) Recruitment
  - d) Lateral Transfer
- 6) \_\_\_\_\_ is what a person can do now and what he can learn to do in future.
  - a) Ability
  - b) Interest
  - c) Aptitude
  - d) Personality

**II Answer (A and B) OR (P and Q)**

**MARKS: 15**

- A) What are the functions associated with human resource management? (08)  
B) What are the objectives of human resource management in banking and insurance? (07)

**OR**

- P) What are the Objectives and benefits of human resource management policies and practices? (08)  
Q) What are the essentials of human resources management policies and practices? (07)

**III Answer (A and B) OR (P and Q)**

**MARKS: 15**

- A) Explain Factors affecting Job Design. (08)  
B) Explain the purpose of Job Analysis. (07)

**OR**

- P) Explain principles of Job Evaluation. (08)  
Q) Explain the term Job Specification and state its contents. (07)

**IV Answer (A and B) OR (P and Q)**

**Marks:15**

- A) Define Human Resource planning and explain why there is a need for HRP. (08)  
B) How does Recruitment differ from selection? What are the different internal sources of organizational recruitment? (07)

**OR**

- P) Elaborate on the different types of interviews. (08)  
Q) What are the various factors that affect wages and salaries (07)

**V Short Notes (Answer any 3)**

**Marks:15**

- a) Role and Functions of HR manager  
b) Job Rotation  
c)Types of Transfers  
d) Industrial Relations  
e) Suggestion Schemes
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