

(3 Hours)

Marks : 100

Tysons / Sem - VI / 1/11/2019

- N.B.** 1. All questions are compulsory
2. Figures to the right indicate full marks

1. (A) Select the most appropriate answer from the options given below. (Any Ten) 10

1. _____ means choosing the most suitable candidate from those who have applied for the post.
 - a) Recruitment
 - b) Selection
 - c) Placement
 - d) None of these
2. _____ is a vertical expansion of a job by adding more responsibility and freedom to do it.
 - a) Job simplification
 - b) Job specification
 - c) Job enrichment
 - d) Job enlargement
3. _____ is a component of Job description.
 - a) Working conditions
 - b) Training
 - c) Qualifications
 - d) Skills
4. _____ is a method of training wherein employees are transferred from one job to another.
 - a) Counseling
 - b) Understudy
 - c) Job Rotation
 - d) Case Study
5. _____ appraisal is conducted by various parties.
 - a) Role Analysis
 - b) Management by Objectives
 - c) Ranking Method
 - d) 360 Degree
6. _____ planning is a process of making arrangements to fill up the top important position in an organization.
 - a) Career
 - b) Succession
 - c) Human Resource
 - d) Employee
7. _____ is a financial motivation.
 - a) Bonus
 - b) Work Environment
 - c) Appreciation
 - d) Job Security
8. _____ leadership style is more suitable in family run businesses.
 - a) Bureaucratic
 - b) Autocratic
 - c) Laissez Fair
 - d) Paternalistic
9. Theory X of motivation is based on _____ assumptions of human resources.
 - a) Positive
 - b) Negative
 - c) Positive and negative
 - d) Neutral

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10. _____ is a type of competency.
a) Organisational
b) Core
c) Technical
d) All of these
11. _____ is an emerging employment pattern.
a) Attrition
b) Work from home
c) Transformational
d) None of these
12. _____ may be a cause of downsizing in organizations.
a) Low Morale
b) High absenteeism
c) Cost reduction
d) Low motivation

(B) State whether the following statements are true OR false: (Any Ten) 10

1. Human Resource Management is a one-time function.
2. Job design matches the requirements of the job with human qualities required to do the job.
3. Reference check is done of the existing employees.
4. The function of Manpower Planning is performed by the human resource Department.
5. Training is required only for new employees.
6. In Participative Counselling, both the counsellor and counselee are jointly responsible for solutions to the problem.
7. High morale of employees reduces industrial accidents.
8. Expectancy is an element of the Pink's theory of motivation.
9. Spiritual Quotient refers to how religious a person is.
10. Learning organizations emphasize a lot on training.
11. Human Resource Information System is found only in Bureaucratic organisations.
12. International HR practices are very similar to domestic HR practices.

2. Answer ANY TWO of the following: 15

- a) Define Human Resource Management. Explain its functions.
- b) What are the steps in Human Resource Planning?
- c) Explain the process of Selection.

3. Answer ANY TWO of the following: 15

- a) Define Human Resource Development. Discuss its functions.
- b) What do you mean by Performance Appraisal? What are its limitations?
- c) What is Career Planning? Explain its importance.

4. Answer ANY TWO of the following: 15

- a) Define human relations and explain the importance of human relations.
- b) What are the factors affecting employee morale?
- c) Explain the procedure of grievance redressal in organizations.

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5. Answer ANY TWO of the following:

- Explain the need for an innovation culture in organisations.
- Briefly describe the types of Employee engagement.
- What are the challenges in managing workforce diversity?

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6. Write short notes on ANY FOUR of the following:

- Counselling
- Mentoring
- Potential Appraisal
- Emotional Quotient
- Employee health and safety measures
- Employee empowerment

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