

Q.P. Code: 20813**2.5 hours****75 marks****Instructions:**

1. Begin every question on a new page.
2. All questions are compulsory.
3. Figures to the right indicate full marks.
4. Write neatly and legibly.

Q1a) Fill in the blanks choosing the correct alternative and rewrite the full sentence: (5 marks)

1. An important method of employee appraisal is _____. (job design, MBO, job rotation)
2. _____ is a means of motivating employees. (job evaluation, job description, job enrichment)
3. One of the challenges faced by the modern HR manager is _____. (diversity, unity, fraternity)
4. Employee turnover is the rate at which employees _____ an organization. (work for, leave, join)
5. _____ is the process of welcoming employees when they first join the company. (training, induction, recruitment)

Q1b) State whether the following statements are true or false: (5 marks)

1. Business process outsourcing refers to hiring a third party to handle certain business activities.
2. Training is an important element of HRD. It is imparting of specific skills to do a current job well.
3. HRP is a mechanism to review the current HR policies, practices and system to ensure they fulfill the rules and regulations.
4. Job redesign is a process that includes revising and reanalyzing of the job to motivate employees to better performance.
5. Job analysis is a statement of minimum expected human quality required for better performance of job.

Q1c) Define the following terms: (5 marks)

1. Consideration;
2. Strike;
3. Adulterant;
4. Defect;
5. Standing order.

Q2) Answer any three of the following questions: (15 marks)

1. Explain the fundamental duties of an Indian citizen.
2. Explain the differences between Contract of Indemnity and Contract of Guarantee.
3. What are the rights and duties of an agent towards his principal?
4. Explain the meaning of the term "adulteration" under Prevention of Food Adulteration Act.
5. What are the provisions for registration of establishments under the Shops and Establishments Act?
6. Explain the general duties of the occupier under the Factories Act 1948.

Q.P. Code: 20813**Q3) Answer any three of the following questions:****(15 marks)**

1. What does one mean by the term HRM? How did it evolve?
2. What is human resource planning? Explain the process of human resource planning.
3. Explain the various factors to be considered before designing jobs?
4. What is the need for and purpose of conducting an HR audit?
5. What is job analysis? Why is it important from the point of view of an organization?
6. Explain the terms job rotation, job enrichment and job enlargement.

Q4) Answer any three of the following questions:**(15 marks)**

1. What is selection? Briefly explain the process of selection.
2. Explain any 5 types of employee training methods.
3. What are the various methods of appraising employees in organizations?
4. What are the common causes of employee turnover and how does it affect an Organization?
5. What is promotion? What are the basis of promotion?
6. What efforts do modern managers take to bring about work life balance of the employees?

Q5) Explain any three of the following in detail:**(15 marks)**

1. HRIS;
2. External sources of recruitment;
3. MBO as a method of conducting appraisals;
4. Absenteeism;
5. Contract of bailment;
6. Preamble to the Indian Constitution.
