

2 1/2 hrs/75 Marks

- All questions carry equal Marks.
- Draw neat, labelled diagrams whenever necessary.

**Q.1 Attempt all the questions. (15 Marks)**

A. Fill in the blanks.

(5 Marks)

1. Under \_\_\_\_\_ job, the jobs are divided in sub-jobs.
2. HAM ensures the availability of competent \_\_\_\_\_.
3. Recruitment at Factory Gate is a \_\_\_\_\_ source of recruitment.
4. Job \_\_\_\_\_ refers to vertical expansion of a job.
5. \_\_\_\_\_ has developed the concept of Time Study.

B. Match the column

(5 Marks)

Group A

Group B

1. Promotion
2. GK Test
3. Simulation
4. 360-degree appraisal
5. Induction

- a) Performance Appraisal Method
- b) Upward Movement of employee
- c) Information of the Organisation
- d) Artificial Environment
- e) General Awareness

C. State whether the following statements at True or False:

(5 Marks)

1. Job Rotation reduces the monotony of routine duties.
2. Managers can be trained with the help of various business games.
3. Ineffective training improves efficiency of employees.
4. Placement refers to putting right person at right job.
5. Grievance is any work related dissatisfaction expressed in writing by an employee.

**Q.2 Attempt any three**

(15 Marks)

1. Explain the Internal sources of recruitment,
2. Distinguish between Job Description v/s Job Specification (any 5 points)
3. Explain the process of Human Resource Planning with the help of Diagram.
4. Explain the various objectives of Human Asset Management.
5. What is Job Design ? Explain any 3 methods of Job Design?
6. Explain any five benefits of Human Asset Management.

**Q.3 Attempt any three**

**(15 Marks)**

- 1 Distinguish between Recruitment v/s Selection (any 5 points)
2. Explain any five On the Job methods of Training.
3. Explain the importance of Training & Development.
4. What is performance appraisal? Explain any five benefits of performance appraisal.
5. Explain any five methods of Off the Job training ?
6. Explain any five methods of performance appraisal?

**Q.4 Attempt any three**

**(15 Marks)**

1. What is Industrial Relations ? What are the objectives of Industrial Relations?
2. Explain the various approaches to Industrial Relations?
3. Explain any five causes of Employee Grievances?
4. Explain the procedure for Grievance Redressal ?
5. Explain Employee Welfare measures.
6. Explain the benefits of Grievance Handling Process.

**Q.5 Attempt any three**

**(15 Marks)**

1. Write a note on Job Design
2. Explain Process of Selection.
3. Write a short note on Employee Welfare
4. Explain any five limitations of Performance Appraisal.
5. Explain various steps in Induction Programme
6. Write a note on Placement.