6/5/2022

VCD_____FYEME SEM II HUMAN RESOURCE MANAGEMENT 75 MARKS 2 ½ HRS

Q1) Multiple Choice Questions   40 Marks

1. Human resource management emphasis on _____.
     (a) Development of people   (b) Punishment of people
     (c) Adoption of people   (d) Loving of people
2. The process of familiarizing the new employees to the organisation rules and regulations is Known as_____.
     (a) Placement   (b) Induction   (c) Recruitment   (d) Selection
3. Organizations compensate employees' through_____.
     (a) Wages, salaries, bonus and pension   (b) Training
     (c) Products   (d) Outsourcing
4. Training helps to improve _____.
     (a) Eyesight   (b) New skills   (c) Promotion   (d) Job design
5. Selection test helps to _____.
     (a) Select an employee   (b) Terminate an employee
     (c) Reject an employee   (d) Motivate an employee
6. OJT stands for_____.
     (a) On the job training   (b) On the job technique
     (c) On the job technology   (d) off the job training
7. Methods of training and development are_____.
     (a) Off the job   (b) On the job   (c) Both (a) and (b)   (d) None of these
8. Simulation technique of off the job method includes:
     (a) Playing   (b) Exercise   (c) Case study   (d) Gaming
9. Jobs analysis results in_____.
     (a) Job description   (b) Job specification
     (c) Job evaluation   (d) All of (a), (b) and (c)
10. _____few key jobs are selected and compared in terms of common factors:
     (a) Factor comparison method   (b) Ranking method
     (c) Grading method   (d) Point rating method
11. A _____ is a "collection of tasks and responsibilities regularly assigned to one person".
     (a) Job   (b) Position   (c) Duty   (d) Wages
12. Job Analysis is a process where _____ are made about data collected on a job.
     (a) Recruitments   (b) Transfers   (c) Decisions   (d) Promotions
13. Job Analysis is the process of studying and collecting information relating to the _____ of a specific job.
     (a) Payment   (b) Responsibility   (c) Task   (d) Job
14). Job Evaluation tries to make a systematic comparison between _____.
     (a) Workers   (b) Jobs   (c) Machines   (d) Departments
15) Basis of Job Evaluation is _____.
     (a) Job design   (b) Job ranking   (c) Job analysis (d) Any of the above
16) Job Evaluation is carried on by _____.
     (a) Groups (b) Individuals (c) Manager (d) Employee
17) TMQs major emphasis is on _____.
     (a) Product quality (b)Company profitability (c)Customer delight (d)Employee training
18) Promotion is basically a reward for _____.
     (a) Efficiency (b)Seniority   (c)Physical fitness (d)Retention

P.T.O

19) The word worker's participation in management means _____.
   (a) Sharing the decision making powers
   (b) Sharing the decision making with lower results of the employees
   (c) Sharing day to day working with higher ranks of persons
   (d) Sharing the financial decision making powers with representatives of workers

20) Human Resource Planning is the process of _____.
   (a) Planning (b) Organizing (c) Forecasting (d) Coordinating

Q.2) Answers the following questions (Any one) 7 Marks
   1. Define HRM and explain the functions of HRM
   2. Discuss the challenges faced by an HR manager
   3. Explain the factors affecting HR Planning?

Q.3) Answers the following questions (Any one) 7 Marks
   1. Elaborate on the different types of interview
   2. What are the different sources of external recruitment?
   3. Explain the process of Job Evaluation.

Q.4) Answers the following questions (Any one) 7 Marks
   1. What are the different methods of training and development
   2. Explain the internal sources of recruitment
   3. Explain the training process in brief.

Q.5) Answers the following questions (Any one) 7 Marks
   1. Explain the benefits of Participative Management
   2. What are the objectives of Trade Union?
   3. Which are the parties involve in Industrial Relations?

Q.6) Write a short note on following (any two) 7 Marks
   1. Types of Transfer
   2. Limitations of Job Evaluation
   3. Explain on the Job training
   4. Limitations of performance appraisal.
   5. Objectives of Participation