

C14 / Paper-PCB1C04

Foundation course in Human Resource Management

P. Pages : 1

GUG/W/16/2998

Time : Three Hours



Max. Marks : 70

- Notes :
1. Attempt **any five** questions.
 2. All questions carry equal marks.

1. What is Human Resource Management ? Describe the importance and scope of HRM in organisation. **14**
2. What is Job Analysis ? Discuss the process and methods of collecting data Job Analysis. **14**
3. What is Job Description and Job specification ? Describe various techniques of Job Design. **14**
4. Describe the process of Human Resource planning in various organisation. **14**
5. Describe selection process and various tools and methods of selection. **14**
6. "Training is tool for effective and efficient work" Discuss. **14**
7. Describe various types and techniques of training. **14**
8. Discuss the various methods of performance Appraisal. **14**
9. Write the objectives of job revaluation ? Describe the various methods of job evaluation. **14**
10. Write short notes on **any two**. **14**
 - a) Strategic HRM.
 - b) Induction Programme.
 - c) Evaluation of Training.
 - d) Wage and salary Administration.
