

Roll No.

MS-108/CP-1010

Human Resource Management

Master of Business Administration/

Diploma in Management

(MBA-10/12/13/16/17/DIM-10/16/17)

Second Semester Examination, 2018

Time : 3 Hours

Max. Marks : 80

Note : This paper is of **eighty (80)** marks containing **three (03)** Sections A, B and C. Learners are required to attempt the questions contained in these Sections according to the detailed instructions given therein.

Section-A

(Long Answer Type Questions)

Note : Section 'A' contains four (04) long answer type questions of nineteen (19) marks each. Learners are required to answer *two* (02) questions only.

1. What do you understand by human resource management ? "The object of human resource management is to achieve the objectives of the business." How do you reconcile the two sets of objectives ?
2. Explain the human resource planning process. Which elements in your opinion should be kept in view while planning for human resource needs ?

(B-100) P. T. O.

3. What is promotion policy ? Describe the essentials of a sound promotion policy. How would you give due weightage to seniority and merit to promotion policy ? Explain.
4. Define collective bargaining and describe its objectives. Distinguish between tactics and strategy in collective bargaining. Are both necessary in collective bargaining ? Why ?

Section-B

(Short Answer Type Questions)

Note : Section 'B' contains eight (08) short answer type questions of eight (08) marks each. Learners are required to answer *four* (04) questions only.

Briefly discuss any *four* of the following :

1. Need of Human Resource Department in Organizational Structure.
2. Essentials of Sound Personnel Policies.
3. Rules for Preparing Job Descriptions and Job Specifications.
4. Procedure of Recruitment and Selection of Personnel in an Organization.
5. Distinguish Between Apprenticeship Training and Vestibule Training.
6. Management by Objectives as a Tool of Employee Appraisal.
7. Factors Affecting Compensation.
8. Pre-requisites to the Success of a Grievance Handling Procedure.

Section–C

(Objective Type Questions)

Note : Section ‘C’ contains ten (10) objective type questions of one (01) mark each. All the questions of this Section are compulsory.

Fill in the blanks with appropriate words *or* phrases :

1. Management in human resource management refers to
2. Man to man comparison is one of the methods of
3. Trade unions always aims at
4. was the traditional term used for HRP and the one often associated with personnel management.
5. is a voluntary organization of workers formed to promote or protect their interests by collective action.

Which of the following statements are True/False ?

6. The main objective of the training is to avoid labour union problems.
7. Critical list is a list of statement that describe the characteristics and performance of employees on-the-job.
8. In a collective bargaining the employer negotiates with employees.
9. Development is the act of increasing the knowledge and skill of an employee for doing a particular job.
10. Merit system is defined as a system in which selection and promotion depend on demonstrated performance.