

MSW
THIRD SEMESTER
HUMAN RESOURCE MANAGEMENT
(MSW-303B)

Duration: 3 Hrs.

Marks: 70

{ PART : A (OBJECTIVE) = 20 }
{ PART : B (DESCRIPTIVE) = 50 }

[PART B - Descriptive]

Duration: 2 Hrs. 40 Mins.

Marks: 50

[Answer question no. One (1) & any four (4) from the rest]

1. What do you mean by human resource management? Write the functions of the human resource manager. 5+5=10
2. Distinguish between personnel management and human resource management. 5+5=10
3. What are the codes of ethics in HRM? Write the HRM philosophies. 5+5=10
4. What do you mean by man power planning? What are the methods of man power planning? 5+5=10
5. Write short notes on the following: 5+5=10
(a) Job description
(b) Job specification
6. Write the concept of recruitment. What are the different methods of recruitment? 7+3 =10
7. What are the methods of training? Write the training objectives. 7 +3=10
8. Explain the following briefly: 5+5=10
(a) Wage and salary Administration
(b) Performance appraisal

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Duration: 20 minutes

Marks – 20

(PART A - Objective Type)

I. Choose the correct answer:

1×20=20

1. The whole process of conducting a 360 – Degree Feedback process in any Organisation could last about _____.

- | | |
|--------------------|-------------------|
| a) 1.5 to 3 months | b) 3 to 6 months |
| c) 6 to 9 months | d) 9 to 12 months |

2. In a re-engineering programme, when a process changes so does the _____ of the concerned employee.

- | | |
|------------------|-------------------|
| a) Designation | b) Job profile |
| c) Qualification | d) Job experience |

3. The process which is continuous and stops only when the organisation ceases to exist.

- | | |
|-------------|---------------------|
| a) Training | b) Job evaluation |
| c) Hiring | d) All of the above |

4. Union leaders at different levels & at federations are elected on _____.

- | | |
|------------------------------|-----------------------------|
| a) Democratic principle | b) political considerations |
| c) Employer's recommendation | d) Seniority basis |

5. The following factor would be relatively low if supply of labour is higher than demand.

- | | |
|---------------|---------------------|
| a) Production | b) labour cost |
| c) Wage | d) All of the above |

6. The nation wide consumer councils formed by the Government comprise of representatives of.

- | | |
|------------------------------|-----------------------|
| a) Cost account and consumer | b) Various ministries |
| c) Manufactures of commerce | d) All of the above |

7. The following is (are) the option(s) while planning for surplus.

- a) Reassign the jobs
- b) Redesign the jobs
- c) Reduce work hours
- d) All of the above

8. The following system is simple, less expensive and less time consuming.

- a) Paired comparison
- b) Confidential report system
- c) Ranking
- d) Checklist method

9. The following are the factors which come under 'Work planning' that is component systems of HRD.

- a) Contextual analysis
- b) Role analysis
- c) Performance appraisal
- d) All of the above

10. _____ is the simple act of comparison & learning for organisational improvement.

- a) Benchmarking
- b) Feedback
- c) Ranking
- d) Job evaluation

11. _____ can be defined as a written record of the duties, responsibilities and conditions of job.

- a) Job description
- b) Job specification
- c) Job profile
- d) None of the above

12. The three types of forecasts are.

- a) Economic, employee market, company's sales expansion
- b) Long, Short, Medium
- c) Production, economic, company's sales expansion
- d) Production, labor, economic

13. Under point method, factor(s) generally considered are.

- a) Skill, effort, Accountability
- b) Skill, job enrichment, accountability
- c) Wage, job enrichment, accountability
- d) Wage effort, accountability

14. HRD process variable include

- a) Role clarity
- b) Work planning
- c) Better communication
- d) All of the above

15. The following is (are) included in salary survey.

- a) Average salary
- b) Inflation indicators
- c) Salary budget averages
- d) All of the above

16. Under training and development plan, the form is to be prepared in _____ form.

- a) Duplicate
- b) Structured
- c) Detailed
- d) None of the above

17. The process of analysing jobs from which job descriptions are developed are called _____.

- a) Job analysis
- b) Job evaluation
- c) Job enrichment
- d) Job enlargement

18. Match the following

<u>Question</u>	<u>Option</u>
A. The monitoring stage	1. The firm identifies and confirms the overall business direction.
B. The clarification stage	2. Investment on the human capital and the value placed by employees on this investment.
C. The assessment stage	3. The firm checks the new system against strategy.
D. The design stage	4. The firm plans the proposed changes into practice.

19. When effort to earn additional income through a second job does not bear fruit, such type of efforts & the consequent results may be called as

- a) Red moon lighting
- b) Blue moon lighting
- c) Yellow moon lighting
- d) Silver moon lighting

20. Which pay is one of the most crucial pay given to the employee & also shown in the pay structure?

- a) Performance
- b) Strategic
- c) Bonus
- d) Commission
