

MASTER OF SOCIAL WORK
THIRD SEMESTER
HUMAN RESOURCE MANAGEMENT AND OCCUPATIONAL SOCIAL WORK
MSW-303C

SET
A

[USE OMR SHEET FOR OBJECTIVE PART]

Duration: 3 hrs.

Full Marks: 70

Time: 30 mins.

(Objective)

Marks: 20

Choose the correct answer from the following:

1×20=20

1. Human factor can be defined as _____
 - a. The entire concept of human behavior
 - b. Interrelated, Physiological, Psychological and Socio-ethical aspects of a human being.
 - c. Micro and macro issues of socioeconomic factor
 - d. None of the above
2. Human resource management is primarily concerned with
 - a. Sales
 - b. Dimensions of people
 - c. External environment
 - d. None of these
3. HRM aims to maximize employees as well as organizational
 - a. Effectiveness
 - b. Economy
 - c. Efficiency
 - d. None of these
4. Human resource management function does not involve
 - a. Recruitment
 - b. Selection
 - c. Cost control
 - d. Training
5. Which one is not the specific goal of Human resource management
 - a. Attracting applicants
 - b. Separating employees
 - c. Retaining employees
 - d. None of these
6. Human resource management helps to improve
 - a. Production
 - b. Productivity
 - c. Profits
 - d. Power
7. Personal management is
 - a. Pro-active
 - b. On-going
 - c. Routine
 - d. None of these
8. An employee is separated from the organization by way of lay off when
 - a. When he lacks skill
 - b. Employer could not employ the employee

- c. When he commit a mistake d. None of the above
9. Employee violates rules of organization as mentioned in the standing orders. Because of which he has to leave the job is an example of
- a. Forced retirement b. Premature retirement
- c. Compulsory retirement d. Voluntary retirement
10. Employee become disable due to disease, illness, accident in such case management may give him the option of retirement. this is an example
- a. Forced retirement b. Premature retirement
- c. Compulsory retirement d. Voluntary retirement
11. An employee terminated due to Alcoholism, dishonesty or inefficiency is called as
- a. Discharge b. Dismissal
- c. Suspend d. Layoff
12. Which one of the following is not a part of process of human resource planning
- a. Analyzing existing HR b. Implementation of HR plan
- c. Recruitment d. None of these
13. "Process of forecasting ,developing & controlling human resource as enterprise " is called as
- a. HR planning b. HR audit
- c. HR evaluation d. HR control
14. Fast decisions can be taken when the organization practices
- a. SHRM b. HRD
- c. HRM d. All of the above
15. Which one is a method of performance appraisal?
- a. Check list method b. Man-to-man comparison method
- c. Straight ranking method d. All of these

16. Responding to employees and involving them in decision making referred to as
- | | |
|------------------------|---------------|
| a. Quality of wok life | b. Autonomy |
| c. Empowerment | d. Pre action |
17. Personality test aims at
- | | |
|---|--|
| a. Measuring the basis makeup of the individual | b. Measuring the candidate's knowledge and skill |
| c. Measuring the candidates intelligence | d. Measuring the king of aesthetic sense the candidate possesses |
18.adds additional motivation to a job to make it more rewarding
- | | |
|-----------------|-----------------------|
| a. Entertainmen | b. Vestibule training |
| c. Coaching | d. None of these |
19. identified more programmatically few basic extrinsic as well intrinsic essential components of quality of working life
- | | |
|-----------------------|--------------------|
| a. Taylor | b. Henri Fayol |
| c. William Wordsworth | d. Charles Babbage |
20.is not a unitary concept incorporated only with hierarchy of perspectives such as job satisfaction, pay structure etc but also factors that broadly reflect life satisfaction and general feelings of well-being.
- | | |
|----------------------|----------------------|
| a. Quality of person | b. Quality of work |
| c. Quality of human | d. None of the above |

(Descriptive)

Time : 2 hrs. 30 mins.

Marks : 50

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

1. What do you mean by Human Resource Management? Discuss its objectives. 3+7=10
2. Write short notes on the following: 5+5=10
 - a. Job specification
 - b. Job Description
3. a. Principles of Henry Fayol for HRM Practice are essential. Justify. 5+5=10
b. Comment on "diversity at work place".
4. a. What is manpower planning? 5+5=10
b. Discuss the manpower planning process in brief.
5. a. Strategic Human Resource Management is cost and time effective. Comment with relevant example. 7+3=10
b. Briefly explain HRD.
6. a. What do you mean by performance appraisal? 3+7=10
b. Discuss the methods of performance appraisal.
7. a. Write a short note on section 135 of the Companies Act,2013 5+5=10
b. Comment on "Role of social worker in industrial setting".
8. a. Discuss trends in Human Resource Management to fit into the market system. 7+3=10
b. Discuss needs and problems of employees at work place

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