## MASTER OF SOCIAL WORK Third Semester HUMAN RESOURCE MANAGEMENT & DEVELOPMENT (MSW – 16 B)

Duration: 3Hrs.

Full Marks: 70

Part-A (Objective) =20 Part-B (Descriptive)=50

(PART-B: Descriptive)

Duration: 2 hrs. 40 mins.

Marks: 50

## Answer any five of the following questions:

- 1. Write your concept of Human Resource Management. What are the factors influencing HRM? (5+5=10)
- 2. What is Human resource planning? Explain the need for manpower planning.

(5+5=10)

- 3. Write about the ethics of HRM. Do you feel the need for following the ethics and why? (4+6=10)
- 4. Write a note on job analysis and job description. (5+5=10)
- 5. What is recruitment? Explain internal and external recruitment. (3+7=10)
- 6. What is induction training? Write briefly the need for induction training.

(3+7=10)

- 7. Write short note on job evaluation and performance appraisal. (5+5=10)
- 8. Write your concept of Human Resource Development. Explain briefly about types of training programmes. (3+7=10)

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**Duration: 20 minutes** 

Marks - 20

(PART A- Objective Type)

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I. (	Choose the correct a	nswer:		1	×20=20	
1.	Employee violates rules of organization which he has to leave the job is an exam a. Forced retirement b. Premature retirement		as mentioned in the standing orders. Because of apple of:  c. Compulsory retirement d. Voluntary retirement			
2.	Employee become disable due to diseas give him the option of retirement. This is a. Forced retirement b. Premature retirement		e, illness, accident in such case management may is an example:  c. Compulsory retirement d. Voluntary retirement			
3.	In defense under som a. Forced retirement b. Premature retirem	_	5 years service, person has to retrieve from his post. c. Compulsory retirement d. Voluntary retirement			
4.	To Avail voluntary r years a. 15 years	service.	c. 10 years d. 5 years			
5.	An employee termin a. Discharge	ated due to Alcoholob. Dismissal		inefficiency is called d. Layoff	as:	
6.	Standard performance a. Objective	ce – actual performa b. Drawback	ance = training and c. Motive	levelopment. d. Need		
7.	Donald Kirkpatrick a. Calendar	was known for crea b. Module		el d. None of the	nese	
8.	Which one of the following is not a part of process of human resource planning?  a. Analyzing existing  b. Implementation of HR plan  c. HR Recruitment  d. None of these					
9.	"Process of forecasticalled as:  a. HR planning	ng ,developing & c	ontrolling human re	esource as enterprise"  d. HR control		

a. SHRM c. HRM	<ul><li>when the organizat</li><li>b. HRD</li><li>d. All of the above</li></ul>	y .	:		
11. Which is a factor of job eva a. Skill b. Efforts	aluation? c. Working conditi d. All of these	on			
12. Which of the following is not a. Sensitivity b. Seminar	ot a method of off to c. Under study d. Conferences	he job training	ng?		
<ul><li>13. "seed plot" is a Latin word</li><li>a. Mentoring</li><li>b. Planning</li></ul>	which means: c. Seminar d. Training				
14.People cast in the role of contributors to production are called:  a. Capitalist b. Land owners  d. Consumers					
15. Wide range of abilities and a. Management b. Human resources	attributes possessed c. Entrepreneur d. Intrepreneur	d by people a	re called as:		
16.Deployment of which resou a. Human b. Lan			d. Natural		
17. Quality oriented organization a. Coordination b. Communication	on primary concern c. Human re d. Discipline	sources	nd:		
18.Quality goals require alignma. Production  b. Human resources	nent with:  c. Finance d. Purchase				
19.Demand for hum resources a. Expansion of industry b. Shortage of labour	c. Abundanc		8		
20.Management function arise a. Consumer preferences b. Abundance of capital	s as a result of: c. Expansion d. Shortage				

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