

M. COM
FIRST SEMESTER
HUMAN RESOURCE MANAGEMENT
MCM – 105

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. 'Succession planning provides long term competitive advantage'. By reflecting present context, analyse the statement. 10
2. Define Human Resource Management. Discuss the objectives of Human Resource Management. 2+8=10
3. What do you mean by man power planning? Elaborate the process of man power planning. 2+8=10
4. What is compensation? Explain the factors influencing compensation decision. 2+8=10
5. Define Lay-off. Highlight the conditions and rights of workmen laid-off for compensation according to the Industrial Dispute Act, 1947. 4+6=10
6. Analyse the process of Factor Comparison method of job evaluation. 10
7. Define performance management. Explain the various principles of performance management. 2+8=10
8. Write short notes : *(any two)* 2X5=10
 - a. Absenteeism
 - b. Incentive schemes
 - c. Role of HR manager

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[PART-A : Objective]

Choose the correct answer from the following :

1×20=20

1. Job Descriptions contains:
 - a. Job Title
 - b. Responsibilities
 - c. Duties
 - d. All the above
2. The method of performance appraisal, where supervisor keeps a diary/log to record positive and negative examples of a subordinate's work related behavior.
 - a. Paired comparison method
 - b. Graphic rating scale method
 - c. Critical incident method
 - d. Force distribution method
3. The deliberate process through which someone becomes aware of personal skills, interests, knowledge, motivations, and other characteristics and establishes action plans to attain specific goals:
 - a. Career
 - b. Career management
 - c. Career planning
 - d. None of the above
4. Educating, Instructing, and training subordinates:
 - a. Coaching
 - b. Mentoring
 - c. Both a & b
 - d. Neither a nor b
5. Employee Stock Option Scheme (ESOS) is regulated by:
 - a. RBI
 - b. IRDAI
 - c. SEBI
 - d. None of the above
6. An incentive plan in which a person is paid a sum for each item he or she makes or sells, with a strict proportionality between results and rewards:
 - a. Variable Pay
 - b. Straight piecework
 - c. Merit pay
 - d. Severance pay
7. A one-time payment made by employer when terminating employee :
 - a. Severance pay
 - b. Straight piecework
 - c. Merit pay
 - d. Variable Pay
8. Process of attracting more prospective employees for filling vacant position:
 - a. Recruitment
 - b. Selection
 - c. Orientation
 - d. Placement
9. The aspect of management that is concerned more with the work force and their relationship with the entity:
 - a. Human Resource Management
 - b. Personnel Management
 - c. Labour Economics
 - d. Team Management
10. Immediate product of job analysis:
 - a. Job description
 - b. Job specification
 - c. Both a and b
 - d. Neither a nor b
11. Selection process involves:
 - a. Choosing of suitable candidate for the job
 - b. Rejecting unsuitable candidate for the job
 - c. Both a and b
 - d. Neither a nor b
12. The term reflects the enhancement of present and future capabilities of manager:
 - a. Training
 - b. Development
 - c. Both a and b
 - d. Neither a nor b
13. The examples of management development programmes:
 - a. Case Study
 - b. Role Play
 - c. Business games
 - d. All the above

UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA

[PART (A) : OBJECTIVE]

Duration : 20 Minutes

Serial no. of the main Answer sheet

Empty box for serial number



Course :

Semester : Roll No :

Enrollment No : Course code :

Course Title :

Session : 2017-18 Date :

Instructions / Guidelines

- > The paper contains twenty (20) / ten (10) questions.
> Students shall tick (✓) the correct answer.
> No marks shall be given for overwrite / erasing.
> Students have to submit the Objective Part (Part-A) to the invigilator just after completion of the allotted time from the starting of examination.

Table with 2 columns: Full Marks, Marks Obtained. Row 1: 20, []

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Scrutinizer's Signature

Examiner's Signature

Invigilator's Signature

- 14. In 360 degree feedback, information is gathered from:
a. Only from supervisor
b. From multiple sources
c. From employee himself/herself
d. None of the above
15. Process of identifying potential candidates for occupying key position in future:
a. Succession planning
b. Career planning
c. Resource planning
d. Production planning
16. System of evaluating Human Resource Policies, Programs and Functions:
a. Human Resource Accounting
b. Human Resource Audit
c. Exit Interview
d. None of the above
17. Interview conducted during the separation process of employee from the organization:
a. Exit Interview
b. Job Interview
c. Panel Interview
d. Preliminary interview
18. Performance management encompasses:
a. Career planning
b. Succession planning
c. Training and Development
d. All the above
19. i. Lay-off is the process of dismissing employees from the job
ii. Retrenchment refers to temporary unemployment of the employees in the establishment.
a. Only statement I is true
b. Only statement II is true
c. Both the statement are true
d. Both the statement are false
20. i. High labor turnover is caused by absenteeism.
ii. Absenteeism may be caused by unfavorable working conditions.
a. Only statement I is true
b. Only statement II is true
c. Both the statement are true
d. Both the statement are false