



- II. 5) Human resource management is _____
- a) The concepts and techniques used to control people at work
 - b) The process of organizing work activities
 - c) The process of identifying countries with cheaper labor costs and relocating jobs to those countries
 - d) The process of acquiring, training, appraising, and compensating employees and attending to their labor relations, health and safety, and fairness concerns
- 6) _____ is the right to make decisions, to direct the work of others, and to give orders.
- a) Leadership
 - b) Authority
 - c) Delegation
 - d) Management
- 7) Which of the following types of laws does not affect the decisions of human resource managers ?
- a) Equal employment laws
 - b) Occupational safety and health laws
 - c) Labor laws
 - d) Advertising regulations
- 8) What is the full form of MBO ?
- a) Management by objective
 - b) Management by object
 - c) Manager by objective
 - d) Managed by objective

III. Fill in the blanks choosing the suitable words from those given in brackets.

- 9) An organizations's employees, described in terms of their training, experience, judgment, intelligence, relationships, and insight is called _____
(Human capital, human resource accounting, human resource planning, turnover)
- 10) The process of getting detailed information about jobs is called _____
(Job analysis, job specification, job description, job satisfaction)



11) The process of defining the way work will be performed and the tasks that a given job requires is called _____

(Job analysis, job specification, job description, job design)

12) _____ is the full form of ESOP.

(Employee Stock Ownership Plan, Employee Stock Option Plan, Employee Stock Opinion Plan, Employee Stock Offer Plan)

IV. Match the following :

A

B

13) Authority

360 degree appraisals

14) MBO

Behaviourally Anchored Rating Scales

15) BARS

Peter.F. Drucker

16) Performance Appraisal

The right to make decisions

(4×1=4 Wt.)

SECTION – B

Write short answers to **any eight** questions in **one** or **two** sentences each. Each question carries a weightage of 1.

17. Difference between turnover and absenteeism.

18. HRD

19. Human Resource Accounting

20. Team Building

21. Work culture

22. Out sourcing

23. Impact of globalization in HRM

24. Quality circle

25. Downsizing

26. Gherao

27. Wage payment system

28. Fringe benefits.

(8×1=8 Wt.)



SECTION – C

Answer **any five** questions in **not** exceeding **one** paragraph **each**. Each question carries a weightage of **2**.

29. Mention the difference between demotion and transfer.
30. Explain briefly the different functions of HRM.
31. Examine the need and importance of Human Resource Planning.
32. What are the three main ways that technology improves HR functioning ?
33. Explain the popularity of HR portals.
34. Write a short note on different human resource problems.
35. Explain the meaning of the term nontraditional worker. Provide an example.
36. Explain HR audit. (5×2=10 Wt.)

SECTION – D

Answer **any two** questions in **not** exceeding **four** pages **each**. Each question carries a weightage of **4**.

37. Distinguish between HRM and personnel management.
 38. Explain the role of HRM managers.
 39. What do you mean by performance appraisal ? What are the different performance appraisal methods used by HRM department ? (2×4=8 Wt.)
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