Day : Wednesday
Date : 10/12/2025

W-19909-2025

Time : 02:00 PM-04:30 PM
Max. Marks : 60

N.B.:

1) All questions are **COMPULSORY**
2) Answer to **BOTH** the sections to be written in the same answer booklet.

SECTION-I

Q1. Explain the following: (ANY SIX) (1 Marks X 6 = 06)

a) Labor turnover

b) Orientation

c) Cost to Company

d) Broad Banding

e) Career Counseling

f) Promotions

g) Transfers

h) Discipline

Q2. Attempt **ANY THREE** of the following (4 Marks X 3 = 12)

a) State the need for performance appraisal. State its Limitations.

b) Describe the process of Human Resource Planning.

c) What is the importance of training? Discuss any two methods of training.

d) List down the objectives of Job Evaluation

Q3. Attempt **ANY THREE** of the following (4 Marks X 3 = 12)

a) Discuss the functions of Human Resource Management.

b) Define career planning and what its benefits are.

c) Discuss : I) Employee safety II) Trade Unions

d) Elaborate on the Need of HR Planning.

P.T.O

SECTION – II

Q.4. Explain the following: (ANY SIX)   (1 Marks X 6 = 06)

a)	Job Specification	e)	Recruitment
b)	Discipline	f)	Training
c)	Career Planning	g)	Human Resource Management
d)	Promotions	h)	Fringe Benefits

Q.5. Attempt **ANY THREE** of the following   (4 Marks X 3 = 12)

a) Give the objectives of Trade Unions?

b) Define Grievance and give the causes of Grievances

c) Define Performance appraisal and describe any four methods of performance appraisal

d) List down & elaborate on Sources of Recruitment.

Q.6. Attempt **ANY THREE** of the following   (4 Marks X 3 = 12)

a) Why is staffing considered to be an important function of management? State its objectives.

b) State the benefits of career development to employees, management and organization.

c) Describe the steps in recruitment and selection process

d) Write short note on :
   i. Employee orientation
   ii) Job description

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