

BACHELOR OF HOTEL MANAGEMENT & CATERING TECHNOLOGY (CBCS-2018 COURSE)

**B.H.M.C.T. Sem-VII : WINTER- 2022
SUBJECT : HUMAN RESOURCE MANAGEMENT**

Day : Monday

Time : 02:00 PM-04:30 PM

Date : 5/12/2022

W-19996-2022

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. Define the following: (Any 6)

(1 Marks X 6 = 06)

- | | |
|--------------------|----------------------|
| a) Labor turnover | e) Career Counseling |
| b) Orientation | f) Promotions |
| c) Cost to Company | g) Transfers |
| d) Broad Banding | 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 are its benefits.
- c) Discuss : I) Employee safety II) Trade Unions
- d) Elaborate on the Need of HR Planning.

SECTION – II

Q.4) Define the following: (Any 6)

(1 Marks X 6 = 06)

- | | |
|----------------------|------------------------------|
| a) Job Specification | e) Recruitment |
| b) Discipline | f) Training |
| c) Career Planning | g) Human Resource Management |
| d) Promotion | 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 Grievance.
- 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
