

N.B.:

- 1) ALL QUESTIONS are compulsory.
- 2) Answer to BOTH the sections to be written in the same answer booklet.

SECTION – I

Q.1) Define the following: (Any 6) (1 Marks X 6 = 06)

- | | |
|--------------------|-----------------|
| a) Selection | e) Recruitment |
| b) Training | f) Assessment |
| c) Cost to Company | g) Trade Unions |
| d) Job Description | h) Transfers |

Q.2) Attempt ANY THREE of the following (4 Marks X 3 = 12)

- a) What are the various sources of recruiting employees?
- b) State the policy and procedure for transfers in an organization.
- c) What is the importance of training? Discuss any two methods of training.
- d) What are the objectives of Job Evaluation?

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

- a) State the aim and objectives of discipline.
- b) What are the functional requirements of successful industry relations?
- c) Explain Trade unions and give the objectives.
- d) Elaborate on the Need for HR Planning.

SECTION - II

Q.4) Define the following: (Any 6) (1 Marks X 6 = 06)

- | | |
|------------------------------|-------------------------|
| a) Induction | e) Discipline |
| b) Merit Rating | f) Orientation |
| c) Human Resource Management | g) Personnel Management |
| d) Grievance | h) Career Planning |

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

- a) Define Human Resource Management. What are the objectives of HRM?
- b) Define Career Planning. What are its benefits?
- c) What is the purpose of promotion? Draft a policy for promotion.
- d) List down various methods of Job Evaluation.

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
