

### SECTION-D

**Note:** Long answer type questions. Attempt any two questions out of three questions. (2x8=16)

- Q.23 Explain the scope of Human Resource Management.
- Q.24 Explain the steps in the process of selection.
- Q.25 Explain the difference techniques of Off the Job Training.

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### 4th Sem / OMCA

### Subject : Fundamental of Human Resource Management

Time : 3 Hrs.

M.M. : 60

### SECTION-A

**Note:** Multiple choice questions. All questions are compulsory (6x1=6)

- Q.1 Human resource management emphasis:
- a) Development of people
  - b) Punishment of people
  - c) Adoption of people
  - d) None of these
- Q.2 In\_\_\_\_\_ training, a training centre is set-up and actual job conditions are duplicated in it.
- a) Classroom
  - b) Apprenticeship
  - c) Internship
  - d) Vestibule
- Q.3 Process of studying and collecting information about a job is known as

- a) HRP                                      b) Job design
- c) Job analysis                            d) Job evaluation

Q.4 Human Resources Planning refers to the process of estimating manpower needs of:

- a) Present                                    b) Past
- c) Obsolete                                 d) Future

Q.5 Job rotation is a method of training where in employees are \_\_\_\_\_ from one job to another

- a) Demoted                                 b) Included
- c) Transferred                             d) None of these

Q.6 The process of choosing the most suitable candidate is called:

- a) Recruitment                             b) Selection
- c) Placement                               d) Training

**SECTION-B**

**Note:** Objective/ Completion type questions. All questions are compulsory. (6x1=6)

Q.7 Under HRM employee is treated as resource. (True/False)

Q.8 HRM is all-pervasive. (True/False)

Q.9 Selection involves searching for prospective employees and inducing them to apply for the job. (True/False)

Q.10 All human resource activities start with human resource planning. (True/False)

Q.11 Job design precedes job analysis. (True/False)

Q.12 Expenses on training a waste. (True/False)

**SECTION-C**

**Note:** Short answer type questions. Attempt any eight questions out of ten questions. (8x4=32)

Q.13 Briefly Explain the nature of Human Resource Management.

Q.14 Define the concept of Human Resource Planning.

Q.15 Explain the process of Human Resource Planning.

Q.16 Briefly define the objectives of job analysis.

Q.17 Define the concept of Job design.

Q.18 Define Recruitment. Name any two internal sources of recruitment.

Q.19 Define the need of training.

Q.20 Define on the job training.

Q.21 Define the sources of Recruitment.

Q.22 Briefly explain the methods of job design.