

PARUL UNIVERSITY
FACULTY OF COMMERCE
B.Com (Hons), Examination, Winter 2017 – 18

Semester: I
Subject Code: 16100103
Subject Name: Human Resource Management

Date: 07/12/2017
Time: 10:30am to 1:00pm
Total Marks: 60

Instructions:

1. Attempt all questions as directed.
2. Figures to the right indicate full marks.
3. Make suitable assumptions wherever necessary.
4. Start new question on new page.

Q.1 (A) Choose the correct options from given below. (1 mark each. All Compulsory) (06)

1. What is the term used to describe the process of helping a new employee to settle quickly into their job so they become efficient and productive workers?

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|---------------------|-----------------------|
| a. Action learning | b. Discovery learning |
| c. Sitting by Tommy | d. Induction |

2. Arrange the following staffing procedure in the correct sequence

- (i) Determining sources of personnel supply
- (ii) Preparing personnel specifications
- (iii) Selection of personnel
- (iv) Determining Personnel Characteristics

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|------------------------------|------------------------------|
| a. (ii), (i), (iv) and (iii) | b. (i), (ii), (iii) and iv) |
| c. (ii), (i), (iii) and (iv) | d. (ii), (iii), (i) and (iv) |

3. The actual achievements compared with the objectives of the job is

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|--------------------|----------------------|
| a. Job performance | b. Job evaluation |
| c. Job description | d. None of the above |

4. Majority of the disputes in industries is (are) related to the problem of

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|-------------|---------------------|
| a. Wages | b. Salaries |
| c. Benefits | d. All of the above |

5. The following type of recruitment process is said to be a costly affair.

- | | |
|-------------------------------------|-------------------------|
| a. Internal recruitment | b. External recruitment |
| c. Cost remains same for both types | d. None of the above |

6. _____ is the process of estimating the quantity and quality of people required to meet future needs of the organisation.

- | | |
|------------------------------|-----------------------|
| a. Demand forecasting | b. Supply forecasting |
| c. Environmental forecasting | d. None of the above |

(B) Answer the following one-liners (1 mark each. All Compulsory) (06)

1. Explain the meaning of Human Resource Planning.
2. Define recruitment.
3. State the meaning of Executing Development Programme.
4. Who developed the Matching Model?
5. Define training.
6. What are the "Four C's" or the HR Policies stated in the Harvard Model?

Q.2 Answer the following. (4 mark each. All Compulsory) (12)

- A. Explain the processes in Human Resource Management.
- B. State the applications to Human Resources Information System (HRIS) in detail
- C. What are the steps in interview process?

Q.3 Answer the following. (6 mark each. Any Three out of Four) (18)

- A. What are the functions of Human Resource Management?
- B. Explain the 'Matching Model' of Human Resource Management in detail.
- C. What are the steps involved in recruitment process?
- D. Brief down the details of the various steps in selection procedure.

Q.4 Answer the following. (9 mark each. Any Two out of Three) (18)

- A. Explain in detail 'Harvard Model' of Human Resource Management.
- B. Explain the types of training programmes.
- C. What are the methods of executive development?