

PARUL UNIVERSITY
FACULTY OF COMMERCE
B.Com.(Hons) Winter 2019 – 20 Examination

Semester: 1

Subject Code: 16100103

Subject Name: Human Resource Management

Date: 22/11/2019

Time: 2:00pm to 4:30pm

Total Marks: 60

Instructions:

1. All questions are compulsory.
2. Figures to the right indicate full marks.
3. Make suitable assumptions wherever necessary.
4. Start new question on new page.

Q.1 Do as directed.**A) Multiple choice type questions. (Each of one mark)****(06)**

1. **The common feature in every organization is: _____**
 - a) People
 - b) A formal hierarchy
 - c) A bureaucratic setup
 - d) Offices
2. _____ **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
3. _____ **is a systematic procedure for collecting, storing, maintaining, retrieving and validating data needed by an organization about its human resources.**
 - a) Data collection
 - b) Human Resource Information System
 - c) Management Information System
 - d) Maintenance of records
4. **Promotion is the ----- source of recruitment**
 - a) Suitable
 - b) Higher
 - c) Internal
 - d) External
5. **Purpose of Selection for an organization is _____**
 - a) Maintain records
 - b) Administering tests
 - c) Placement of employees
 - d) Interviewing applicants
6. **What may be particularly necessary as part of the training process where people are working in another country?**
 - a) E-learning
 - b) Discovery learning
 - c) Cross-cultural training
 - d) Activist learning

B) Definitions (Each of one mark)**(06)**

1. Recruitment
2. Selection
3. Human Resource Planning
4. Training
5. Executing Development Programme
6. Human Resource Information System

Q.2 Answer the following. (Each of 04 mark)**(12)**

1. Write down the nature or features of Human Resource Management.
2. What are the benefits and limitations of Human Resource Planning?
3. What are the objectives and functions of Human Resources Information System (HRIS)?

Q.3 Answer the following. (Any Three)**(18)**

1. Explain the process of Human Resource Planning with the help of suitable example.
2. Explain 'The Matching Model' in detail.
3. Write down the steps involved in an Interview Process
4. Explain the purpose or goals of Training Programme.

Q.4 Answer the following. (Any two)**(18)**

1. What are the steps involved in the recruitment procedure in detail?
2. Specifically state the selection process.
3. Describe the System Approach to Human Resource Management?