Semester: 3   Date: 15/12/2017
Subject Code: 06101202   Time: 02:00pm to 04:30pm
Subject Name: Human Resource Management -I   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/Fill in the blanks.   (Each of 1 mark)   (05)

   1. HRM is responsible for the _____ welfare.
      a) Social   c) Employee
      b) Country   d) Political

   2. The forecasting methods are highly dependent on _____ methods.
      a) quantitative   c) qualitative
      b) comparative   d) planning

   3. Job specifications, also known as man or _____ specifications.
      a) Knowledge   c) Skills
      b) Work   d) Employee

   4. _____ is one of the methods of Off –the -Job training.
      a) Delegation   c) Job rotation
      b) Role Playing   d) Committee Assignments

   5. 360 degree feedback is also known as _____
      a) Multi-rater feedback   c) Single rater feedback
      b) Individual feedback   d) Self feedback

B). Define the following. (Each of 1 mark)   (05)
   1. HRM
   2. Interview
   3. Job Specification
   4. Halo Effect
   5. Simulation

C). True or False (Each of 1 mark)   (05)
   1. Organizations need to manage human resources on a continuous basis.
   2. Recruitment refers to fitting the right person at the right place of work.
   3. Group Interview is also called as one to one interview.
   4. Vertical promotion involves increase in pay, status and responsibilities of employees.
   5. Vestibule training is one of the Off-the-job training methods.

Q.2 Answer the following questions.
   A).What is Recruitment? Discuss any 4 External sources of Recruitment.   **(07)**
   B).What is Promotion? Explain different types of Promotion?   **(08)**

Q.3 Answer the following questions.
   A).What is Orientation? Explain Formal and Informal Orientation?   **(07)**
   B).What is Separation? Explain any 3 types of separation?   **(08)**

Q.4 Attempt any two questions. (Each of 7.5 mark)   **(15)**
   1. What is Job analysis? Explain any 3 methods of Data Collection in Job analysis?
   2. Define Performance Appraisal? Explain: 360 degree Appraisal and Forced Choice method
   3. What is Job design? Explain Job Rotation and Job Enlargement?
   4. Define Off –the- Job training. Explain any 3 methods of Off-the-job Training.