

**PARUL UNIVERSITY**  
**FACULTY OF LAW**  
**B.Com LL.B. Winter 2018 – 19 Examination**

**Semester: 3****Subject Code: 17302202****Subject Name: Human Resource Management****Date: 29/10/2018****Time: 10:30 am to 1:00 pm****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.(MCQ) (1 marks each. All Compulsory)****(15)**

1. HRM is concerned with
 

a) Worker	b) Industrial relation
c) Field Staff	d) All employees
2. Which among the following are parts of job description:
 

(i) Duties performed	(ii) Job summary
(iii) Job identification	(iv) Supervision given
(v) Delegation of authority	

a) (i), (ii), (iii) and (iv)	b) (ii), (iii), (iv) and (v)
c) (i), (iii), (iv) and (v)	d) (i), (ii), (iii) and (v)
3. What is the main objective of job evaluation?
 

a) It is not compulsory	b) To define satisfactory wage and salary differentials
c) Job is rated before the employee is appointed to occupy	d) None of the above
4. Off the Job Training Method consists
 

a) Role Playing Method	b) Case Study Method
c) Programmed Training	d) All of the above
5. A written statement of the human qualification, education and experience needed to perform a job is referred to as
 

a) Job design	b) Job enrichment
c) Job description	d) Job specification
6. Assertion (A). A Manager delegates authority.  
Reason (R). The Manager wants to shirk his responsibility.
 

a) Both (A) and (R) are true.	b) Both (A) and (R) are false.
c) (A) is true but (R) is false.	d) (A) is false but (R) is true.
7. Need-Hierarchy Theory was propounded by
 

a) Elton Mayo	b) Mc – Fraland
c) Abraham Maslow	d) Peter F. Drucker
8. Which of the following is the outcome of job satisfaction?
 

a) Absenteeism	b) High productivity
c) High employee turnover	d) All the above
9. The group to which a person would like to belong is known as
 

a) Primary Group	b) Reference Group
c) Membership Group	d) None of the above
10. Sequence the following in the order which they are practiced
 

(i) Promotion	(ii) Performance appraisal
(iii) Recruitment	(iv) Training and Development

a) (iii), (ii), (iv), (i)	b) (iii), (ii), (i), (iv)
c) (iii), (i), (iv), (ii)	d) (iii), (iv), (ii), (i)

11. Which of the following is not necessary for promotion from within?
- Job posting
  - Advertisements
  - Personal Record
  - Performance Appraisal Form
12. Providing employees with basic background information about the firms is
- Education
  - Colleges and universities
  - Employee Orientation
  - Required by law
13. Recruitment and selection involves the following except
- Building a pool of candidates
  - Completing application form by applicants
  - Employment planning and forecasting
  - Reduction of the work force
14. Recruitment means
- Total number of applications received
  - Total number of persons short listed
  - Total number of selections made
  - Total number of inquiries made
15. Which one is not a part of recruitment process?
- Attracting candidates
  - Selecting candidates
  - Determining requirements
  - Planning recruitment campaign

**Q.2 A) Answer the following (Each of three mark) (15)**

- Why incentives are important?
- What is job simplification? State its advantages.
- Write a short note on Job Rotation.
- State the advantages of internal recruitment.
- Write a short note on Environmental Forces effecting HRM.

**Q.3 A) Explain SHRM process in detail. (08)**

**OR**

Write a short note on classification of incentive plan in detail. (08)

**B) Define Job analysis. Explain its components in detail. (07)**

**OR**

Explain selection process in detail. (07)

**Q.4 A) Why it is important for companies to make human resources their competitive advantage? (07)**

**B) Answer the following (Any 4 Each of two mark) (08)**

- Define compensation & incentives?
- State difference between Job Enlargement and Job Enrichment.
- What is training? What are its benefits?
- Define orientation. State the purpose of orientation.
- List the steps in job analysis.
- What is HRM? Which are the areas in HRM?