

[Duration : Two Hours]

[Max. Marks: 50]

Instructions:-

- i. All questions are compulsory.
- ii. Draw diagrams wherever applicable.
- iii. All figures to the right indicate full marks.

Q.1

A. Define each of the following:

(5x1=05)

- i. HR Policy
- ii. Recruitment
- iii. Job Enlargement
- iv. Job Rotation
- v. Employee Selection

B. State whether each of the following statements are TRUE or FALSE:

(5x1=05)

- i. Employee welfare is one of the responsibility of the HR manager.
- ii. The Management by Objectives system involves both management and the employees.
- ii. Counselling is required only for operational level employees.
- iv. Recalling is a process of reengaging an employee who has proceeded on long leave for solving an urgent problem.
- v. Ratio Trend analysis is a method used for employee performance appraisal.

Q.2

A. What is human resource planning? Explain the process of human resource planning.

(10)

OR

OK
X. State the importance of interview in the human resource selection. What are the different type of interviews?

(10)

0.3

A. Explain the different types of methods used for training managers.

(10)

OR

OK
X. Compare and contrast traditional and modern methods of performance appraisal.

(10)

Q.4

A. What is time management? Explain the Techniques of Time Management.

(10)

OR

X. Explain the Pareto's 80/20 Principle with examples.

(10)

Q.5

A. What is career? Explain the career development life cycle.

(10)

OR

X. What is counseling? Explain the steps in counseling?

(10)