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47 (Sem-4) HRM (4.1) O

2022

HUMAN RESOURCE MANAGEMENT

Paper : 4.1

Full Marks : 80

Time : Three hours

The figures in the margin indicate full marks for the questions.

1. Answer the following : $1 \times 10 = 10$

A. Fill in the blanks :

(i) The concept of Management by objective was propounded by _____.
(F.W. Taylor/P.F. Drucker)

(ii) Lateral movement of employee from one job to another is known as _____.
(transfer/promotion)

(iii) Termination of services by an employer by serving a notice is known as _____.
(resignation/dismissal)

Contd.

(iv) In _____ method of job evaluation, all jobs are ranked in order of importance. (Grading/Banking)

(v) Role Play is a _____ method of training of employees. (Experimental/Simulation)

B. State whether true **or** false :

(vi) The contingency approach to HRM believes that there is no one way of managing, that works perfectly in all situations.

(vii) Compensation function involves determination of wages and salaries matching with contribution made by employees to organisational goals.

(viii) HRM begins with Human Resource Planning.

(ix) Check list is a modern method of Performance Appraisal.

(x) McClelland's need theory is closely associated with learning theory.

2. Answer the following : (**any five**) $2 \times 5 = 10$

(i) State *two* importance of Human Resource Management.

- (ii) State two difference between job description and job specification.
 - (iii) State two objectives of Human Resource Planning.
 - (iv) What is personnel policy ?
 - (v) What is job enrichment ?
 - (vi) What is stress interview ?
 - (vii) What is Induction ?
3. Answer the following : **(any four)** 5×4=20
- (i) Explain the challenges of Human Resource Management.
 - (ii) Discuss the major objectives of a sound induction programme.
 - (iii) Explain the need of employee training for an organisation.
 - (iv) What are the different types of transfer ? Explain.
 - (v) What are the different operative functions of Human Resource Management ?
 - (vi) Write a short note on 'Delphi Technique'.
 - (vii) Explain the important qualities of a personal manager.

4. Answer the following : **(any five)** $8 \times 5 = 40$

- (i) Explain the major methods of data collection for job analysis.
- (ii) What is Job Evaluation? Explain the objectives of job evaluation.
- (iii) Discuss the different sources of recruitment.
- (iv) Explain various steps involved in selection process.
- (v) Explain various methods of training.
- (vi) Discuss various non quantitative and quantitative methods of job evaluation.
- (vii) Explain McClelland's Need theory of motivation.
- (viii) Discuss various methods of performance appraisal.