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47 (4) HRMN 4.1

2023

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) Staffing is the _____ function of
Human Resource Management.
(Managerial/Operative)

(ii) _____ refers to the process of
collecting information about a job.
(Job Evaluation/Job Analysis)

(iii) The basis of job design in
personnel management is _____.
(Teams/Division of labour)

Contd.

(iv) _____ approach believes that there is no one way of managing, that works in all situations.

(*Systems/Contingency*)

(v) Off the job training include _____.
(*Position rotation/ vestibule training*)

(B) State True **or** False :

(vi) Training is closely related with education and development.

(vii) Judgement test are based on pictures or incomplete items.

(viii) HRM begins with Human Resource Planning.

(ix) According to theory Y of motivation, people are by nature passive.

(x) 360-degree appraisal is a traditional method of performance appraisal.

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

(i) Write *two* operative functions of Human Resource Management.

(ii) Write *two* objectives of Human Resource Planning.

- (iii) What is job design ?
- (iv) Write *two* advantages of external source of recruitment.
- (v) Write *two* major limitations of selection tests.
- (vi) Write *two* points of distinction between selection and recruitment.

3. Answer the following : **(any four)** 5×4=20

- (i) Explain various types of non-financial incentive.
- (ii) Discuss the need and importance of training in an organisation.
- (iii) Discuss the major obstacles of Human Resource Planning.
- (iv) Explain *five* important contents of job description.
- (v) Elaborate the scope of Human Resource Management.
- (vi) Discuss the major objectives of a sound induction programme.

4. Answer the following : (*any five*) 8×5=40

(i) Discuss the evolution and development of HRM.

(ii) What is job design? Explain various techniques of job design. 2+6=8

(iii) Discuss *any five* traditional methods of Performance Appraisal.

(iv) Elaborate the employee selection process.

(v) Explain McClelland's need theory of motivation.

(vi) Write and explain the various types of employment interview. What are the major limitations of an interview? 4+4=8

(vii) What is separation? Explain the various forms of separation. 2+6=8

(viii) State the meaning of transfer. Explain different types of transfer. 2+6=8