9 (HRM)

[19-HBPGKOW–M1S(O) 20M]

PGDHRM 1st Semester (Old) Exam., 2019 (W)

HUMAN RESOURCE MANAGEMENT

[PGDHRM-04]

Full Marks : 80

Time : 3 hours

The figures in the margin indicate full marks for the questions

1. Answer any *five* from the following questions (each in around *50* words) : 2×5=10

(a) Define human resource management.

(b) State any two qualities of a human resource manager.

(c) Define human resource planning.

(d) State any two factors that affect human resource planning.

(e) Define job analysis.

(f) Define recruitment.

2. Answer any *three* from the following questions (each in around *150* words) : 4×3=12

(a) Write a short note on BPO.

(b) Write a short note on globalization.

(c) Write about the different kinds of interview.

(d) Write a short note on domestic and international HRM.

3. Answer any *three* from the following questions (each in around *250* words) : 6×3=18

(a) Explain the managerial and operative functions of human resource management.

(b) Discuss the steps in the process of human resource planning.

(c) Write a note on job specification.

(d) Define selection. Also state its importance. 2+4

4. Answer any *four* from the following questions (each in around *500* words) : 10×4=40

(a) What is meant by e-HRM? Discuss the e-HR activities in an organization.

(b) Define interview. Explain the steps in the process of interview.

(c) Discuss the major challenges that influences human resource management.

(d) As a human resource manager, what steps will you take in the recruitment process?

(e) As a human resource manager, do you think, job analysis is important for an organization. If yes, then why? Also outline the different methods of job analysis. 4+6

★★★