2NHR (HRM)

[19–HRPGKOW–P1S(N) 20M]

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

HUMAN RESOURCE MANAGEMENT

[PGDHRM S1–02]

Full Marks : 80

Time : 3 hours

The figures in the margin indicate full marks for the questions

1. *(a)* Answer the following questions : 1×8=8

(i) Define the term 'human resource management'.

(ii) Explain the meaning of 'wastage of labour'.

(iii) Define 'recruitment'.

(iv) State one objective of an induction training.

(v) Define 'job rotation'.

(vi) Define 'performance appraisal'.

(vii) State the meaning of 'statutory minimum wage'.

(viii) Define 'job analysis'.

(b) Choose the correct answer : 1×4=4

(i) Which of the following is not a function of HRM?

(1) Compensation

(2) Development

(3) Sale

(4) Employment

(ii) _____ is also called role reversal.

(1) Case study

(2) Lecture

(3) Role playing

(4) Simulation

(iii) _____ is a traditional method of performance appraisal.

(1) Checklist method

(2) Human resource accounting

(3) Assessment centre

(4) None of the above

(iv) The remuneration paid by the employer for the services of hourly, daily, weekly and fortnightly employees is

(1) wage

(2) salary

(3) incentive

(4) fringe benefit

(c) Fill in the blanks : 1×4=4

(i) _____ is a written statement of educational qualifications, specific qualities, levels of experience and skills required to perform the job.

(ii) _____ is also called enforced discipline.

(iii) _____ is a method of appraising the value or worth of one job in relation to other job in an organization.

(iv) _____ is an additional financial earning of the employee for better standard performance.

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

(a) State two types of minor punishment under disciplinary action.

(b) Explain two methods of managing diversity in an organization.

(c) Explain the meaning of 'merger' and 'acquisition'.

(d) State two major objectives of human resource planning.

(e) Explain two on-the-job management development methods for managers.

(f) State two benefits of performance appraisal.

3. Answer any *four* from the following questions (each within *150* words) : 3×4=12

(a) Define 'job specification'. Explain three of its purposes. 1+2

(b) Explain a few effects of grievance.

(c) Discuss the objectives of discipline.

(d) Explain any three types of Human Resource Information System.

(e) Discuss any three differences between Human Resource Management and Personnel Management.

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

(a) Explain a few challenges in Human Resource Management.

(b) Discuss various types of selection tests.

(c) Explain the importance of training in an organization.

(d) Explain the factors influencing wage and salary administration.

5. Answer any *three* from the following questions (each within *300* words) : 8×3=24

(a) Discuss in brief the various traditional and modern methods of performance appraisal.

(b) Explain the techniques of job evaluation.

(c) Discuss the functions of Human Resource Management.

(d) Explain the steps in the process of job analysis.

★★★