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**9 N (HRM)**

**[ 22-HKPD1SN-23A ]**

**DHRM/PGDHRM 1st Semester (New) Exam. 2022 (W)**

( *Human Resource Management* )

[ PGDHRM S1-02 ]

*Full Marks* : 70/80

*Time* : 3 hours

*The figures in the right-hand margin indicate marks.*

**[ Learners admitted in and after 2020 need to answer only Q.No. 1 to Q.No. 4 (total 70 marks)]**

1. Answer any *five* of the following questions (each in around 50 words) : $2 \times 5 = 10$

   (a) Write the main purpose of job description.

   (b) Outline any two advantages of job evaluation.

   (c) What is meant by job specification ?

   (d) Outline the benefits of a good job design.

   (e) What is meant by Labour Wastage ?

   (f) State the major objectives of Human Resource Planning.

2. Answer any *four* of the following questions (each in around 120 words) : $3 \times 4 = 12$

   (a) Discuss the operative functions of Human Resource Management.

   (b) Discuss the external factors that affect the recruitment function of an organisation.

(*c*) Outline the difference between 'Training' and 'Development'.

(*d*) Write a short note on 360° performance appraisal.

(*e*) Discuss the objectives of wage and salary administration.

3. Answer any *four* of the following questions (each in arond 250 words) : $6 \times 4 = 24$

(*a*) Discuss the steps in the selection process adopted by organisations.

(*b*) Define grievance. Discuss the different causes of grievance. 2+4 = 6

(*c*) Define discipline. Also discuss the procedure followed for disciplinary action.

(*d*) Explain the types of 'Human Resource Information system'. 2+4 = 6

(*e*) Write short note on :

(*i*) Globalization 3+3 = 6

(*ii*) Business Process Outsourcing

4. Answer any *three* of the following questions (each in around 300 words) : $8 \times 3 = 24$

(*a*) Define Job Evaluation. Discuss the 'Ranking Method' and 'Job Grading Method' of Job Evaluation. 2+3+3 = 8

(*b*) Explain the traditional method of performance appraisal.

(*c*) What is meant by fringe benefits ? Also discuss the 'Piece Rate System' of payment of wages.

(*d*) Define Job Analysis. Explain the steps in the process of job analysis.

**( Q. No. 5 is only for learners admitted before 2020 )**

5. Answer any *one* of the following questions (in around 350 words) : $10 \times 1 = 10$

(*a*) What is compensation ? Describe the components of executive remuneration.

(*b*) Discuss different types of HRM strategies along with their features. 2+8 = 10