

Total No. of printed pages = 6

4 (Sem-1) HRM MI

2019

HUMAN RESOURCE MANAGEMENT – I

Paper : 1.5

(Management Major)

Full Marks – 80

Pass Marks – 24

Time – Three hours

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

1. Choose the correct answer : $1 \times 10 = 10$
- (a) Which one of the following is not a managerial function of a HR Manager ?
- (i) Planning
 - (ii) Motivation
 - (iii) Organising
 - (iv) Controlling

[Turn over

- (b) Which one of the following is not an external source of recruitment ?
- (i) Data Banks
 - (ii) Present employees
 - (iii) Unsolicited applicants
 - (iv) Advertisement in newspaper
- (c) Placement occurs after
- (i) Recruitment
 - (ii) Selection
 - (iii) Orientation
 - (iv) Wage determination
- (d) In the context of HRM, downsizing strategy implies
- (i) lowering down the size of an object
 - (ii) elimination of certain jobs
 - (iii) cutting the size of business operation
 - (iv) All of the above
- (e) Induction helps the employee to
- (i) initiate the new employee to the organisation

- (ii) know the job duties
 - (iii) know the co-workers
 - (iv) All of the above
- (f) Factor Comparison Method was first developed by
- (i) E. F. L. Breach
 - (ii) Elton Mayo
 - (iii) E. J. Benge
 - (iv) None of the above
- (g) Which one of the following is a type of financial incentive ?
- (i) Better working condition
 - (ii) Educational opportunities
 - (iii) Promotion policies
 - (iv) Leave encashment
- (h) Which one of the following is the objective of wage and salary administration ?
- (i) To establish fair and equitable compensation
 - (ii) To attract qualified and competent personnel

(iii) To improve motivation and morale of employees

(iv) All of the above

(i) Which one of the following benefit is not classified as a fringe benefit in India ?

(i) Employee security expenses

(ii) Telephone expenses

(iii) Health safety expenses

(iv) Voluntary arrangement

(j) Quality circle is associated with

(i) Disaster management

(ii) Impression management

(iii) Stress management

(iv) Participative management

2. Write very short answers to any *five* questions (within 30 words each) : $2 \times 5 = 10$

(i) What is the scope of Human Resource Management ?

(ii) Write two differences between recruitment and selection

(iii) What is downsizing ?

(iv) State the meaning of placement and induction.

(v) What is Incentive plan ?

(vi) What is an Exit Interview ?

(vii) What is Halo Error ?

3. Write short answers on any *four* of the following (within 150 words each) : $5 \times 4 = 20$

(i) Explain the operative functions of HRM.

(ii) Describe five characteristics of an ideal HR policy.

(iii) Describe briefly the different external sources of recruitment.

(iv) What are fringe benefits ? Discuss.

(v) Distinguish between traditional and virtual organisation.

(vi) Outline the growth of HRM during the last decade.

(vii) What is Learning Organisation ?

4. Explain the importance of HRM functions. Discuss few objectives of Human Resource Policies. 10

Or

Describe the status of a HR Manager in an organisation and the qualities he should possess.

5. Discuss the advantages and disadvantages of internal and external sources of recruitment. 10

Or

Explain the various tests used by the employer for the selection of employee.

6. What are the different methods and limitations of job evaluation ? Discuss. 10

Or

Describe the essentials of a good incentive plan. Why should it consist of both monetary and non-monetary incentives ? Discuss.

7. Distinguish between : 5+5=10

- (i) Domestic and International HRM
- (ii) Structured interview and Unstructured interview.

Or

Write briefly on any *two* of the following :

5×2=10

- (a) Impact of Globalisation on HRM
- (b) Voluntary Retirement Scheme (VRS)
- (c) Steps in TQM process
- (d) Exit interview.