

**NOTE: SECTION A IS COMPULSORY. ATTEMPT ANY FOUR QUESTIONS FROM SECTION B AND TWO FROM SECTION C**

**SECTION A MARKS 2 EACH**

1.
  - a) Motivation
  - b) Human Resource Planning
  - c) Collective Bargaining
  - d) Employee Grievances
  - e) Fringe Benefits
  - f) Labour Turnover
  - g) Job Evaluation
  - h) Recruitment and selection
  - i) Trade union
  - j) Placement and Induction

**SECTION B MARKS 5 EACH**

2. Discuss the different methods of Recruitment. What are the sources available for recruitment in an organization?
3. Explain the salient features of Payment of Wages Act 1936. What are the Key issues in Wage administration?.
4. What do you understand by Worker's Participation in management? Will it necessarily improve the relation between employees and employers?
5. Define HRM. Outline its objectives and the functional responsibilities of a HR Manager.
6. Distinguish between Job Description and Job specialization with examples. How job analysis information can be used for different purposes of an organization?

**SECTION C MARKS 10 EACH**

7. Explain the concept of "Employee Training and Development". Discuss the principle of any Training Programme in an organization.
8. Bring out clearly the Nature, scope and importance of Industrial Relation. What are the causes and effects of Industrial disputes?
9. Discuss the importance of employee safety in an Industry. What are the causes and precautionary steps to be adopted to prevent Industrial accidents?