

Instruction to Candidates:

- 1) Section - A is compulsory.
- 2) Attempt any Nine questions from Section - B.

Section - A

(15 x 2 = 30)

Q1)

- a) What are the objectives of human resource management?
- b) What are the essential characteristics of a sound personnel policy?
- c) Describe the changing role of personnel department?
- d) Define job specification?
- e) What is the process of recruitment?
- f) Distinguish between placement and induction?
- g) Training vs. development?
- h) What are the objectives of executive development?
- i) What is the difference between career planning and manpower planning?
- j) Describe the objectives of performance evaluation?
- k) What are fringe benefits?
- l) What is the importance of job evaluation?
- m) What are the causes of employee turnover?
- n) What are the duties of a labour welfare officer?
- o) What is human resource audit?

Section - B

(9 x 5 = 45)

Q2) Explain the organization of personnel department in an organizational structure?

Q3) Briefly explain the managerial and operative functions of personnel management?

Q4) What steps are involved in the preparation of job analysis?

Q5) Describe in brief the process of developing managers?

Q6) Discuss various kinds of tests used in selection of workers by an organization?

Q7) Discuss modern methods of performance appraisal?

Q8) Discuss the essentials of sound wage and salary structure?

Q9) Briefly discuss the welfare facilities for the workers under the Factories act 1948?

Q10) What social security measures have been initiated by govt. of India?

Q11) What do you mean by counseling for effective human resource development?

Q12) What steps are necessary to maintain effective discipline?

Q13) Explain worker's participation in management?