

Section - A is compulsory. (2marks)

Attempt any Nine questions from Section - B. (5marks)

Section - A

- 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 \IS. 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

- 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.
- Q 10) 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?
- Q 13) Explain workers participation in management?