

**Instruction to Candidates:**

**1) Section - A is Compulsory. (2 Marks)**

**2) Attempt any Nine questions from Section - B. (5 Marks)**

**Section - A**

Q1)

- a) Objectives of Human Resource Planning.
- b) Job specification.
- c) Role of Personnel Management.
- d) HR Audit.
- e) Induction programme.
- f) Off-the-job training methods ..
- g) Group incentive schemes.
- h) Fringe benefits.
- i) Absenteeism.
- j) Types of social security.
- k) Employee Discipline.
- l) Quality of work life.
- m) Employee Participation.
- n) Demotions.
- o) Job Satisfaction.

**Section – B**

- 2) Outline the concept and scope of Human Resource management in the light of ongoing changes in management thought.
- 3) What is Human Resource Planning? discuss the problems faced in resource planning. How can these problems be overcome?
- 4) Define Recruitment. What are the various sources of recruitment? discuss their relative merits and demerits.
- 5) What do you understand by selection? Explain in brief the steps involved in selection procedure.
- 6) Distinguish between Training and Development. Explain the various methods of training.
- 7) What do you mean by Performance Appraisal? Discuss the various steps involved in performance appraisal process.
- 8) State in brief the distinguishing features of Job Analysis, Job Description, Job Specification and Job Evaluation.
- 9) Distinguish between:
  - (a) Promotion and Transfer.
  - (b) Dismissal and retrenchment.
- Q10) Define Employee Empowerment. What are the various barriers to empowerment? How can these be overcome?
- 11) "Quality circles' in India are plagued by certain problems." Discuss. Also suggest how to make quality circles more effective.
- Q12) Explain the concept of human relations. Also discuss its objectives and various approaches.
- Q13) What is meant by Collective bargaining? Appreciate the need for and importance of collective bargaining in resolving industrial disputes .