Day : Monday

Time : 02:00 PM-04:30 PM

Date : 11/12/2023   **W-19909-2023**   Max. Marks : 60

1) ALL QUESTIONS are compulsory
2) Answer to BOTH the sections to be written in the same answer booklet.

Q1. Define the following: (Any 6)   (1 Marks X 6 = 06)

a)	Labor turnover	e)	Career Counseling
b)	Orientation	f)	Promotions
c)	Cost to Company	g)	Transfers
d)	Broad Banding	h)	Discipline

Q2. Attempt ANY THREE of the following   (4 Marks X 3 = 12)

a) State the need for performance appraisal. State its Limitations.
b) Describe the process of Human Resource Planning.
c) What is the importance of training? Discuss any two methods of training.
d) List down the objectives of Job Evaluation.

Q3. Attempt ANY THREE of the following   (4 Marks X 3 = 12)

a) Discuss the functions of Human Resource Management.
b) Define career planning and what its benefits are.
c) Discuss : I) Employee safety II) Trade Unions
d) Elaborate on the Need of HR Planning.

SECTION – II

Q.4) Define the following: (Any 6)   (1 Marks X 6 = 06)

a)	Job Specification	e)	Recruitment
b)	Discipline	f)	Training
c)	Career Planning	g)	Human Resource Management
d)	Promotion	h)	Fringe Benefits

Q.5) Attempt ANY THREE of the following   (4 Marks X 3 = 12)

a) Give the objectives of Trade Unions?
b) Define Grievance and give the causes of Grievance.
c) Define Performance appraisal and describe any four methods of performance appraisal.
d) List down & elaborate on Sources of Recruitment.

Q.6) Attempt ANY THREE of the following   (4 Marks X 3 = 12)

a) Why is staffing considered to be an important function of management? State its objectives.

b) State the benefits of career development to employees, management and organization.

c) Describe the steps in recruitment and selection process.

d) Write short note on
   i. Employee orientation
   ii. Job description

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