

T77/V77/V90/MHM202/MTH106/MHS106/EE/20160524

Time : 3 Hours

Marks : 80

Instructions :

1. All Questions are Compulsory.
 2. Each Sub-question carry 5 marks.
 3. Each Sub-question should be answered between 75 to 100 words. Write every questions answer on separate page.
 4. Question paper of 80 Marks, it will be converted in to your programme structure marks.
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1. Solve any **four** sub-questions.
 - a) What are key functions of the management in an organization? 5
 - b) What are methods to reduce labour turnover? 5
 - c) What are methods to reduce absenteeism? 5
 - d) List down Non Financial Incentives. 5
 - e) What does a background check include? 5

2. Solve any **four** sub-questions.
 - a) What is purpose of interview? 5
 - b) Why is it important for an applicant to sign an application form? 5
 - c) What is external recruitment? 5
 - d) Define job specification. 5
 - e) What are various sources through which we can recruit the staff? 5

3. Solve any **four** sub-questions.
- a) Define concept of secondary labour market. 5
 - b) What is off-the-job training? 5
 - c) What do you understand by orientation programme? 5
 - d) Explain process of job analysis. 5
 - e) List down five benefits of training. 5
4. Solve any **four** sub-questions.
- a) How a manager will follow strategies to manage stress at workplace? 5
 - b) What are characteristics of effective job description? 5
 - c) Explain the importance of job satisfaction to the worker. 5
 - d) Explain importance of teamwork. 5
 - e) Define motivation. 5

