

T76/V76/BHC306/BCH306/EE/20160526

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) Define Personnel Management. What are the functional areas of Personnel Management? 5
 - b) Explain technological change with respect to HRM. What are three main responsibilities of HR managers? 5
 - c) What is Job Description? Write about any two advantages of Job Description. 5
 - d) Explain Recruitment with Internal sources of recruitment. 5
 - e) Explain functions of counselling. 5
2. Solve any **four** sub-questions.
 - a) Explain meaning and purpose of Training. 5
 - b) Explain by what ways a manager can understand and resolve Employee Grievance. 5
 - c) Write any two definitions of Motivation. 5
 - d) What is Promotion? Explain any two types of promotion. 5
 - e) What are positive effects of quality of work life? 5

3. Solve any **four** sub-questions.
- a) Explain any two facilities given in employee welfare. 5
 - b) Discuss Personnel Management at following levels:
 - i) Social
 - ii) National 5
 - c) Explain the importance of HR planning. 5
 - d) Explain:
 - i) Employment agencies
 - ii) Advertising 5
 - e) Explain Internet Recruitment. 5
4. Solve any **four** sub-questions.
- a) What are different training methods adopted by HR Managers? 5
 - b) Discuss Performance Appraisal Process. 5
 - c) Explain collective bargaining in short. What are the objectives of collective bargaining? 5
 - d) Explain changing role of HR Managers. What is the need for Human Resource Development. 5
 - e) What are Mock Interviews? How to prepare for a Mock Interview? 5

