

Q.1B State whether the following statements are True or False: (Any 10) 10

- 1 Human Resource Management [HRM] brings long term benefits to the individuals, organizations and the society as well.
- 2 Human Resource Planning helps in preventing surplus or shortage of staff.
- 3 Job Analysis is the first step in the selection process.
- 4 Observation method helps to evaluate the training effectiveness.
- 5 Halo Effect occurs when an employee is evaluated on the basis of one negative characteristic.
- 6 Succession planning is a career development tool used by organizations.
- 7 Self esteem needs are the lowest level needs of human beings.
- 8 Morale can be measured on the basis of productivity of employees.
- 9 In grievance redressal, the decision of the arbitrator is final.
- 10 Competence refers to knowledge and skills that enable effective performance of a job.
- 11 Employee Engagement and Employee Empowerment are synonymous.
- 12 Excess workload affects Work-life Balance of employees.

Q.2 Answer the Following (Any 2) 15

- a) What is Human Resource Management (HRM)? Explain its importance.
- b) Elaborate steps in Human Resource Planning.
- c) What are various sources of Recruitment?

Q.3 Answer the Following (Any 2) 15

- a) Explain various functions of Human Resource Development.
- b) Explain the modern methods of Performance Appraisal.
- c) What is Mentoring? Discuss its importance.

Q.4 Answer the Following (Any 2) 15

- a) What is Human Relations? Explain its importance.
- b) Explain various factors affecting Employee Morale.
- c) What are the causes of Employee Grievances?

Q.5 Answer the Following (Any 2) 15

- a) What do you mean by Innovation Culture? Explain its need.
- b) Explain the changing pattern of Employment.
- c) Elaborate on Employee Absenteeism at the workplace.

Q.6 Write Short Notes (Any 4) 20

- a) Job Design
- b) Techniques of E-Selection
- c) Succession Planning
- d) Emotional Quotient (EQ)
- e) Human Resource Information System (HRIS)
- f) Downsizing
