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**SARDAR PATEL UNIVERSITY**  
**FY BBA (HM & TTM) (II SEM.) EXAMINATION**

2011

Friday, 22<sup>nd</sup> April

4.00 pm to 6.00 pm

**UM02CBBH01 / T01 : HUMAN RESOURCE MANAGEMENT**

**Total Marks: 60**

**Q-1**

**[A]** Choose the most appropriate answer from the following : (05)

1. Which of the following is not a managerial function of HRM?  
A. Procurement  
B. Planning  
C. Organising  
D. Directing
2. Recruitment is a \_\_\_\_\_ process.  
A. Negative  
B. Positive  
C. A & B  
D. None of above
3. Which of the following is not the method of on the job method of executive development?  
A. Coaching  
B. Special Projects  
C. Job Rotation  
D. Case Study
4. Demotion refers to the \_\_\_\_\_.  
A. Downward movement of an employee  
B. Upward movement of an employee  
C. Horizontal movement of an employee  
D. None of above
5. ILO means.....  
A. Indian labour office  
B. International labour organisation  
C. International labour office  
D. Indian labour organisation

**[B]** Define 'Human Resource Management'. Describe various functions of HRM. (10)

**OR**

**Q-1**

[A] Choose the most appropriate answer from the following : (05)

1. HRM is concerned with the following.  
A. Man  
B. Material  
C. Machine  
D. Money
  2. Which of following is not the external source of recruitment?  
A. Advertising  
B. Placement agencies  
C. Former employees  
D. Campus interview
  3. Executive development is given to \_\_\_\_\_.  
A. Top level employees  
B. Lower level employees  
C. None of above  
D. A and B both
  4. Which of the following decreases in demotion?  
A. Pay or salary  
B. Status or prestige  
C. Duties & responsibility  
D. All of above
  5. \_\_\_\_\_ refers to the process of collecting information about a job.  
A. Job Analysis  
B. Job Rotation  
C. Job Requirement  
D. None of above
- [B] Explain concepts of 'Job Analysis', 'Job Description' and 'Job Specification'. (10)

**Q-2**

[A] Choose the most appropriate answer from the following : (05)

1. The process of choosing the most suitable candidate for the job among the available candidates is known as \_\_\_\_\_.  
A. Recruitment  
B. Selection  
C. Placement  
D. None of above
2. Which of the following is not the method of off the job method of executive development?  
A. Case Study  
B. Job Rotation  
C. Conference Method  
D. Role Playing
3. Job Evaluation is related to \_\_\_\_\_.  
E. Job  
F. Job holder  
G. A & B  
H. None of above

4. Transfer refers to the \_\_\_\_\_.
- A. Downward movement of an employee
  - B. Upward movement of an employee
  - C. Horizontal movement of an employee
  - D. None of above
5. Which of the following decreases in demotion?
- I. Pay or salary
  - J. Status or prestige
  - C. Duties & responsibility
  - D. All of above

[B] Define 'Recruitment'. Describe various internal and external sources of recruitment. (10)

OR

Q-2

[A] State True or False : (05)

1. Reception of application is the first step of the selection process.
2. Campus Interview is an external source of recruitment.
3. Recruitment is a positive process while selection is a negative process.
4. HRA stands for Human Resource Accounting.
5. There is no difference between Job Description and Job Specification.

[B] Define 'Training'. State various methods of training and explain any three in detail. (10)

Q-3

[A] Differentiate between Performance Appraisal and Job Evaluation (05)

[B] "Transfer is a punitive measure". Critically evaluate this statement with reference to purpose of transfer. (10)

OR

Q-3

[A] Differentiate between Recruitment and Selection (05)

[B] Define 'Job Evaluation'. Describe various objectives of job evaluation. (10)

**Q-4**  
**[A]** Differentiate between HRD and HRM (05)

**[B]** Write a note on : (10)

1. Importance of HRD
2. Moon Lighting by Employees

OR

**Q-4**  
**[A]** Differentiate between Training and Executive Development (05)

**[B]** Write a note on : (10)

1. Flexitime
2. Recent Trends in HRM

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