

SEAT No. \_\_\_\_\_

[7]

SARDAR PATEL UNIVERSITY

No. of Pages: 02

MSW(HR)-II SEMESTER EXAMINATION –DEC. -2020

Date: -22/12/2020

Time:-10:00 a.m. to 12:00 p.m.

Day: - Tuesday

Total Marks:- 70

**PA02CSHR22- PRINCIPLES OF HUMAN RESOURCE MANAGEMENT**

**Q.1. All questions are compulsory to attend. (8)**

- 1) Good HRP strategy can Place \_\_\_\_\_.
  - a) Productivity & Profitability
  - b) Recruitment & Lock Out
  - c) Retrenchment
  - d) None of above.
- 2) Job analysis involves.....
  - a) Performance appraisal
  - b) Safety & Health
  - c) Training & Development
  - d) All of above.
- 3) \_\_\_\_\_ is the external Source of Recruitment?
  - a) Promotion
  - b) Transfer
  - c) Contractor
  - d) None of above.
- 4) In which year David Guest developed the Guest model of Human Resource Management?
  - a) 1980
  - b) 1997
  - c) 1992
  - d) 1990
- 5) Process of instructing, guiding, counselling, motivating and leading the human resources to achieve organizational objectives is known as \_\_\_\_\_.
  - a) Planning
  - b) Directing
  - c) Staffing
  - d) Controlling
- 6) \_\_\_\_\_ is the process of receiving and welcoming an employee when he first joins the company and giving him basic information he needs to settle down quickly and happily.
  - a) Selection
  - b) Recruitment
  - c) Induction
  - d) Socialization

7) The process of forecasting the future human resource requirements of the organization is known as \_\_\_\_\_.

- a) Human Resource Planning
- b) Recruitment
- c) Job Evaluation
- d) Job Design

8) The Process of identifying the duties and responsibilities related to a job is classified as \_\_\_\_\_

- a) Job Specification
- b) Job Description
- c) Job Analysis
- d) Job Evaluation

**Q.2. Write down Long question ( Any Two)**

**(40)**

- 1) Define & Explain "Human Resource Management". Explain its functions in detail.
- 2) Describe Job Analysis Process & Explain types of Interview technique in detail.
- 3) Explain "Recruitment & Selection" in detail.
- 4) Explain importance of Training & Development in detail and Describe methods of training in detail.

**Q.3. Write down Short Note (Any Two)**

**(22)**

- 1) HRM Model
- 2) HRP – meaning and Importance & Function
- 3) Performance Management System
- 4) Concept & importance of TQM & Kaizen.