

Day : Monday

Date 31-01-2022

W-15218-2021

Time : 02:00 PM-04:30 PM

Max. Marks: 60

N.B.:

- 1) All questions are **COMPULSORY**
- 2) Answer to both the sections to be written in the **SAME** answer booklet.

Q1. Explain the following: (Any 6)

(1 Marks X 6 = 06)

a)	Labor turnover	e)	Career Counseling
b)	Orientation	f)	Promotions
c)	Cost to Company	g)	Transfers
d)	Broad Banding	h)	Discipline

Q2. Attempt ANY TWO of the following

(6 Marks X 2 = 12)

- a) State the need for performance appraisal. State its Limitations.
- b) Describe the process of Human Resource Planning.
- c) What is the importance of training? Discuss any two methods of training.

Q3. Attempt ANY TWO of the following

(6 Marks X 2 = 12)

- a. Discuss the functions of Human Resource Management.
- b. Define career planning and what its benefits are.
- c. Discuss : I) Employee safety II) Trade Unions

SECTION – II

Q.4) Explain the following: (Any 6)

(1 Marks X 6 = 06)

a)	Job Specification	e)	Recruitment
b)	Discipline	f)	Training
c)	Human Resource Management	g)	Promotion
d)	Transfers	h)	Career Planning

Q.5) Attempt ANY TWO of the following

(6 Marks X 2 = 12)

- a) Give the objectives of Trade Unions?
- b) Define Grievance and give the causes of Grievance.
- c) Define Performance appraisal and describe any four methods of performance appraisal.

Q.6) Attempt ANY TWO of the following

(6 Marks X 2 = 12)

- a) Why is staffing considered to be an important function of management? State its objectives.
- b) State the benefits of career development to employees, management and organization.
- c) Describe the steps in recruitment and selection process.