TIME-3 HRS MARKS-100

N.B. 1. All questions are compulsory
2. Figures to the right indicate full marks

(A) Select the most appropriate answer from the options given below (Any Ten) 10

1. Strategic Human Resource Management is the _____ management of people.

   a) Reactive b) Proactive
   c) Rigid d) Fixed

2. _____ is a process of studying and collecting information relating to operations and responsibilities of a specific job.

   a) Role Analysis b) Benefit Analysis
   c) Cost Analysis d) Job Analysis

3. _____ is a process of searching and attracting capable candidates to apply for the job.

   a) Selection b) Placement
   c) Recruitment d) Termination

4. _____ training implies training provided in a lecture hall.

   a) Vestibule b) Simulation
   c) Apprenticeship d) Case study

5. The _____ effect occurs when rater evaluates the employee on the basis of one positive quality.

   a) Spill over b) Horn
   c) Halo d) Contrast

6. _____ is a technique of Management Development Program, whereby, a senior manager acts as a guide to train and develop junior managers.

   a)Coaching b) Redressal
   c) Engagement d) Promotion

7. _____ leaders do not encourage innovative ideas.

   a) Transactional b) Professional
   c) Transformational d) Modern

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8. _____ theory assumes that people are not creative.
   a) W b) X
   c) Y d) Z

9. The concept of Emotional Quotient was developed by _____.
   a) Abraham Maslow b) Victor Vroom
   c) Henry Fayol d) Daniel Goleman

10. _____ is a characteristic of Millennials.
   a) Fear of multitasking b) Passion for technology
   c) Lack of mobility d) disinterest in virtual interaction

11. _____ is a pattern of employment which has a non-rigid start and finish timing within agreed limits.
   a) Temporary employment b) Flexi-time employment
   c) Job sharing d) Part-time employment

12. ____ is one of the reasons of employee absenteeism.
   a) Optimum workload b) Reduced stress
   c) High motivation d) Personal or family problems

(B) State whether the following statements are True OR False: (Any Ten) **10**

1. Traditional Managers adopt flexible Human Resource policies.
2. Job title, job location and job summary are components of Job Description.
3. Promotion and transfer are external sources of Recruitment.
4. Classroom lectures are On -the-job training methods.
5. Performance appraisal facilitates promotion decisions.
6. Counseling and Mentoring are synonymous.
7. Non-Statutory Welfare facilities are compulsory in all organizations.
8. Self-actualization needs exist in all people.
9. Morale refers to social condition of the employees in the organisation.
10. "The sexual harassment of women at workplace act (prevention, prohibition and redressal) was passed in 2018
11. Virtual teams work through E technology platforms such as videoconferencing.
12. Employee empowerment is the extent to which employees feel passionate and committed to do their job.

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Q.No.2 Answer ANY TWO of the following: **15**

a) Define Human Resource Management. Explain its importance.
b) What is Human Resource Planning? Explain the steps in it.
c) What is E-Selection? Discuss its techniques.

Q.No.3 Answer ANY TWO of the following: **15**

a) Explain the process of identifying training needs in an organisation.
b) What are the methods of Performance Appraisal?
c) Explain the concept of Succession Planning. Why is it needed in an organisation?

Q.No.4 Answer ANY TWO of the following: **15**

a) Discuss Vroom's Expectancy Model.
b) Explain factors affecting Spiritual Quotient.
c) Explain the procedure for redressing employee grievances.

Q.No.5 Answer ANY TWO of the following: **15**

a) Explain the importance of creating innovative organisations.
b) Discuss the importance of Human Resource Information system.
c) Explain factors leading to absenteeism in organisations.

Q.No.6 Write short Notes (Any Four) **20**

a) Job Design
b) Human Resource Development
c) Transformational Leadership
d) Importance of Potential Appraisal
e) Competency Mapping
f) Workforce diversity

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