

Enrollment No: \_\_\_\_\_

Exam Seat No: \_\_\_\_\_

# C.U.SHAH UNIVERSITY

## Summer Examination-2016

**Subject Name :** Human Resource Management

**Subject Code :** 4MS04HRM1

**Branch:** BBA/MAM

**Semester :** 4

**Date :** 07/05/2016

**Time :** 02:30 To 05:30

**Marks :** 70

Instructions:

- (1) Use of Programmable calculator & any other electronic instrument is prohibited.
  - (2) Instructions written on main answer book are strictly to be obeyed.
  - (3) Draw neat diagrams and figures (if necessary) at right places.
  - (4) Assume suitable data if needed.
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- Q-1**      **Attempt the following questions:**      **(14)**
- a) Recruitment is \_\_\_\_\_ kind of process whereas Selection is \_\_\_\_\_ kind of Process.      01
1. Positive, Positive
  2. Negative, Positive,
  3. Positive, Negative
  4. Negative, Negative
- b) Which is an external source of Recruitment?      01
1. Recalling Retrenched Employees
  2. Transfer
  3. Promotion
  4. All the above
- c) Which is not a part of selection process?      01
- A. Reference check.
  - B. Training.
  - C. Screening of applications.
  - D. Medical Examination
- d) What does SWOT stands for?      01
1. Strength, Weakness, Opportunities, Threats
  2. Simple Way of Thinking
  3. Smart Work Operating Time
  4. Strength with optimizing task
- e) Interviews are conducted for the post of      01
1. Managers
  2. Executives
  3. Team leaders
  4. All the above
- f) Human Resource Management deals with funds and finance management in a      01



- business.
1. True
  2. False
- g) What is Recruitment? 01
1. Hiring
  2. Firing
  3. Promoting
  4. Transferring
- h) What kind of process is training? 01
1. Expense
  2. Investment
  3. None of the above
  4. Both of the above
- i) Human Resource Manager plays a very important role in an Organization. 01
1. True
  2. False
- j) Which of the below mentioned point is not the purpose of interview? 01
1. To judge the skills and abilities of a candidate.
  2. To select the best candidate.
  3. To test the knowledge of the candidate.
  4. To point out the weaknesses in a candidate.
- k) What is not included amongst the scope of Human Resource Management? 01
1. Training
  2. Compensation
  3. Investments of funds.
  4. Recruitment.
- l) MBO stands for: 01
1. Management by objectives.
  2. Marketing by objectives.
  3. Marking before optimizing
  4. Mission by Operation
- m) What are the responsibilities of an Human Resource Manager? 01
1. Motivating Employees
  2. Providing Guidance
  3. Compensation and Rewards
  4. All the above
- n) Which of the following is not an internal source of recruitment? 01
1. Transfers.
  2. Promotions.
  3. Campus Recruitment.
  4. Friends and relatives of Employees.

**Attempt any four questions from Q-2 to Q-8**

- Q-2 Attempt all questions (14)**
- a. Explain the Sources of Recruitment in detail. 07
  - b. Write a note on 'Big Five Personality Model'. 07
- Q-3 Attempt all questions (14)**



|            |    |  |             |
|------------|----|--|-------------|
|            | a. | Explain the steps involved in the process of Selection?      | 07          |
|            | b. | Define MBO? Explain in detail.                               | 07          |
| <b>Q-4</b> |    | <b>Attempt all questions</b>                                 | <b>(14)</b> |
|            | a. | Explain the steps involved in Performance Appraisal.         | 07          |
|            | b. | Differentiate between Job Description and Job Specification. | 07          |
| <b>Q-5</b> |    | <b>Attempt all questions</b>                                 | <b>(14)</b> |
|            | a. | State the types of test and explain the same in detail.      | 07          |
|            | b. | Explain any three Methods of Training in detail.             | 07          |
| <b>Q-6</b> |    | <b>Attempt all questions</b>                                 | <b>(14)</b> |
|            | a. | Discuss the steps involved in the process of Training.       | 07          |
|            | b. | Write a note on 'Performance Measurement.'                   | 07          |
| <b>Q-7</b> |    | <b>Attempt all questions</b>                                 | <b>(14)</b> |
|            | a. | State the duties of a Human Resource Manager in detail.      | 07          |
|            | b. | Explain the steps involved in Strategic Management Process.  | 07          |
| <b>Q-8</b> |    | <b>Attempt all questions</b>                                 | <b>(14)</b> |
|            | a. | State the uses of application form in detail.                | 07          |
|            | b. | Explain the types of Interviews.                             | 07          |

