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Total No. of Pages : 02

Total No. of Questions : 09

B.Tech.(AE) (2011 Onwards OE) (Sem.-7,8)**HUMAN RESOURCE MANAGEMENT****Subject Code : HU-251****M.Code : 71825****Time : 3 Hrs.****Max. Marks : 60****INSTRUCTION TO CANDIDATES :**

1. **SECTION-A** is **COMPULSORY** consisting of **TEN** questions carrying **TWO** marks each.
2. **SECTION-B** contains **FIVE** questions carrying **FIVE** marks each and students have to attempt **ANY FOUR** questions.
3. **SECTION-C** contains **THREE** questions carrying **TEN** marks each and students have to attempt **ANY TWO** questions.

SECTION-A**1. Answer briefly :**

- a. Define the term Human Resource Management.
- b. List the two important functions of HRM.
- c. What is the importance of psychological tests in human resource planning?
- d. What is the role of employment exchange?
- e. Define the term Induction?
- f. Define the term Job.
- g. What do you mean by job specification?
- h. Define the term Labour Turnover.
- i. List two causes of absenteeism.
- j. What do you mean by incentive?

SECTION-B

2. What are various functions of human resource management?
3. What do you mean by human resource planning? Explain various activities associated with human resource planning.
4. Differentiate between training and development.
5. Explain the process of job analysis.
6. What do you mean by job satisfaction? Explain its importance in an organisation.

SECTION-C

7. Discuss a 360 -degree appraisal along with its merits and demerits.
8. What do you mean by wage structure? Discuss various components of wage and salary administration.
9. Discuss in detail the procedure to resolve employee grievance.

NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.