

4 SEM TDC HRM 3 (Sp) (N/O)

2 0 1 6

(May)

COMMERCE

(Speciality)

Course : 403



(Human Resource Management)

Time : 3 hours

*The figures in the margin indicate full marks
for the questions*

(New Course)

Full Marks : 80

Pass Marks : 24

1. Write True or False :

1×8=8

- (a) High labour turnover is a good symptom for an organization.
- (b) Wages which must be paid by the employer irrespective of profit or loss of the organisation is called minimum wage.

- (c) Job analysis is the process of analysing and collecting information related to the responsibilities and operations of a particular job.
- (d) Job rotation refers to vertical changes in the position of an employee.
- (e) Technical change is a factor which may influence human resource planning.
- (f) Staffing is a managerial function.
- (g) Overtime pay is included within the meaning of the term 'wages' under the Workmen's Compensation Act, 1923.
- (h) Human resource management is a proactive function.
2. Write short notes on any *four* of the following : $4 \times 4 = 16$
- (a) Objectives of training
- (b) Job enrichment
- (c) Placement
- (d) Compensation
- (e) Career development

3. (a) What do you mean by human resource? Discuss the key functions of human resource management. 14

Or

- (b) Explain the scope and objectives of human resource management. $4+10=14$

4. (a) Define human resource planning. Analyse the steps involved in the process of human resource planning. $3+11=14$

Or

- (b) What do you mean by job analysis? Discuss the purpose of job analysis. $4+10=14$

5. (a) What is internal recruitment? Explain the sources of internal recruitment. $2+12=14$

Or

- (b) Discuss the different types of selection tests. 14

6. (a) Define incentives. Discuss the factors which make an incentive plan more effective. $3+11=14$

Or

- (b) What do you understand by the term 'training'? How it differs from development? $4+10=14$