

Program: T.Y.B.Com- Sem - VI Semester: VI Program Code: 2C00146  
 Course: Commerce VI (HRM) Course Code: 83014  
 Duration: 3 Hours Examination Pattern: REV16 - Autonomous (External) Max. Marks: 100

Instructions:

- All questions are compulsory.
- Figures to the right indicate full marks.
- Draw neat diagrams wherever necessary.

Examination:  
**REGULAR**

Q. 1	Attempt the following.		
A.	Select the most appropriate option & rewrite the full sentence. (Any 10)		[10]
i).	The process involved in recruiting, hiring, training, evaluating, compensating, and laying off people is called as _____		
(a)	Management information system	(b)	Job analysis
(c)	Human resource management	(d)	Human resource planning
ii).	The _____ and control system should be altered to support the strategic human resource function.		
(a)	Appointment	(b)	Job allotment
(c)	Reward	(d)	Job rotation
iii).	_____ is a process of collecting information related to the operations and responsibilities of a job.		
(a)	Job Analysis	(b)	Recruitment
(c)	Selection	(d)	Placement
iv).	_____ is a vertical expansion of the job by adding more responsibilities and freedom to do it.		
(a)	Job enrichment	(b)	Job enlargement
(c)	Job specification	(d)	Job description
v).	_____ helps to cross check the information provided by the candidate.		
(a)	Application blank	(b)	Reference check
(c)	Medical examination	(d)	Job analysis
vi).	_____ planning is a process of making arrangements to fill up Key organizational positions in an organisation.		
(a)	Career	(b)	Human resource
(c)	Performance appraisal	(d)	Succession

		vii). _____ is a process of an effective motivation of individuals in a situation to achieve a balance of objectives.	
	(a)	Training	(b) Performance growth
	(c)	Human relations	(d) Structural support
		viii). _____ is the activity of influencing people to strive willingly for group objectives.	
	(a)	Motivation	(b) Leadership
	(c)	Communication	(d) Employee Grievance
		ix). _____ is a combination of mental, physical and social qualities	
	(a)	Ability	(b) Attitude
	(c)	Mentality	(d) Personality
		x). According to _____ employees are lazy and reluctant to work.	
	(a)	Theory X	(b) Theory Y
	(c)	Theory Z	(d) Theory G
		xi). Autonomy, mastery and purpose are the factors of motivation as stated by _____.	
	(a)	Pink	(b) Vroom
	(c)	Maslow	(d) Stanton
		xii). _____ is a written complaint filed by an employee and claiming unfair treatment	
	(a)	Grievance	(b) Oppression
	(c)	Grumble	(d) Offence
	<b>B.</b>	<b>State whether the following statements are True or False. (Any 10)</b>	<b>[10]</b>
	i).	Human Resource Planning ensures the right number of people at the right time.	
	ii).	Promotion leads to higher responsibility and status.	
	iii).	Induction is a part of the employee separation process.	
	iv).	HR audit evaluates the effectiveness of HR policies.	
	v).	Career planning benefits only the organization.	
	vi).	Labour turnover refers to the rate at which employees leave an organisation	
	vii).	HR policies should be consistent with organizational objectives.	

	viii)	Exit interview is conducted at the time of joining.	
	ix).	Job evaluation determines the worth of a job.	
	x).	Discipline is unnecessary in an organization.	
	xi).	Performance appraisal helps in promotions and salary decisions.	
	xii).	HRM aims at employee welfare and organizational growth.	
<b>Q. 2</b>		<b>Attempt any two of the following.</b>	<b>[15]</b>
	a)	What is HRM? Suggest its functions.	
	b)	Bringout the steps in the HRP process.	
	c)	Define Recruitment. Discuss its sources.	
<b>Q. 3</b>		<b>Attempt any two of the following.</b>	<b>[15]</b>
	a)	Define training Enumerate on-the-job training methods.	
	b)	Elucidate the benefits of performance appraisal to an organization.	
	c)	What is career planning? Explain its importance to the employee.	
<b>Q. 4</b>		<b>Attempt any two of the following.</b>	<b>[15]</b>
	a)	Describe Maslow's Need Hierarchy Theory.	
	b)	Discuss the factors influencing employee morale.	
	c)	What are the causes of employee grievances?	
<b>Q. 5</b>		<b>Attempt any two of the following.</b>	<b>[15]</b>
	a)	Explain the need for innovative culture in an organization.	
	b)	Suggest the changing pattern of employment.	
	c)	Enumerate the causes of employee absenteeism.	
<b>Q. 6</b>		<b>Write a short a note on (Any Four)</b>	<b>[20]</b>
	a)	Advantages of Job rotation	
	b)	Techniques of E-Selection	
	c)	Techniques of counselling	
	d)	Importance of motivation	
	e)	Employee health and safety measures	
	f)	Workforce Diversity	

-- X -- X --