

(2½ Hours)

(Total Marks : 75)

Please check whether you have got the right question paper.

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

1. a) Define HRM. Describe the role and functions of a HR manager. (08)
b) What is the difference between Human resource management and personnel management. (07)

OR

- c) 'Ethics play an important role in the organisation.' Explain the different ethical issues of HRM. (08)
d) Explain organisation structure of HRM department. (07)

2. a) How is human resource planning done? What are the limitations of human resource planning. (08)
b) What do you understand by HRIS? What data base can be included in HRIS. (07)

OR

- c) Define transfer and indicate why transfers are necessary. (08)
d) What are the different criteria used for determining promotion? (07)

3. a) Explain in detail the selection procedure commonly used in insurance sector. (08)
b) How do organisations conduct orientation program for newly selected employees? (07)

OR

- c) Briefly explain the different methods of management development. (08)
d) Define performance appraisal. What are the benefits associated with appraisal. (07)

4. a) What are the various factors that affect wages and salaries. (08)
b) Elaborate on the different methods of job evaluation. (07)

OR

- c) Define personnel Policy. Explain different principles of personnel Policy. (08)
d) Bring out the role of various parties in Industrial Relations. (07)

5. Write short notes on any three :- (15)

- 1) Separation
- 2) Fringe benefits
- 3) Personnel manual
- 4) Types of interview
- 5) Human resource audit