

TILAK MAHARASHTRA VIDYAPEETH
Bachelors of Business Administration (Distance)

Home Assignment – IIIrd year – Semester V

Marks : 80

Human Resource Management

Code : 71512

Note :

- * The Paper consists of two sections I & II
- * Attempt any 4 questions from Section I
- * Questions from Section I carry equal marks
- * Section II is Compulsory

Section- I

Q.1 a) What is Human Resource Management? Explain the scope of HRM with a dia? (15)

OR

Q.1 b) Explain the process of selection and recruitment with various method used for the terms?

Q.2.a) What is meant by employees of Remuneration. Describe the factors affecting employees remuneration? (15)

OR

Q.2 b) Explain the failure or Barriers of Communication

Q.3 a) What are the causes of optimizing the Human Resource, Explain with the “Voluntary (15)

OR

Q.3 b) What is Employee Remuneration? Explain the Components of Employee Remuneration with suitable examples.

Q.4. Write short notes (Any 3) (15)

- (1) Perception in Communication
- (2) Early Retirement Plans
- (3) Job Rotation
- (4) Work before planning
- (5) Retrenchment

Section- II

(20)

Q.5. Choose the correct option :

1. In Central and State Government offices, the retirement age is
a. 60 b. 58 c. 57 d. 55
2. A permanent separation of an employee from the pay roll for non compliance of company rules or for inadequate performance of work.
a. Dismiss b. Removal c. Retent d. Discharge
3. The National Renewal Fund was established by the Government with an initial corpus
a. Rs. 2500/- b. Rs. 2000/- c Rs. 3500/- d. Rs. 3000/-
4. Human Resource planning objective are in the light of considering capital equipment plans
a. Reorginsation b. Marketing plan c. Financial Plan d. Audit Plan
5. Human Resource Management is actually an function which helps the manager to recruit , select , train and develop members of an organization.
a. Organization function, b. Management function, c. Departmental Function ,
d none of these
6. The organizational result in betterment of services to customer in the form of high quality products supplied at reasonable cost.
a. Accuracy b. Oriengality c. Effectiveness d. Curativeness
7. Incentives are monetary benefits getting .
a. Social b. Physical c. Monetary
8. Performance appraisal is the systematic evaluation of employees.
a. True b. false c. None of these
9. Manpower Planning is concerned with the detailed planning for all types of levels Of employee throughout the period of plan
a. Material b. Money c. Manpower d. Machine power
10. Maintain good industrial relations planning may help the management in developing A good employees .
a. Effective cost b. Effective worker c. Effective

11. Organization historically relied to a considerable extent on intelligence , aptitude, ability and interest tests to provide major input to to the selection.
a. Initial screening b. Application form c. Employment test d. Casual Application
12. is used as a technical term where the employees working in different organization are attracted to join the other organization.
a. Raiding b. Selection c. Recruitment d. Comprehensive interview
13. HR needs can met immediately because skill are available on the market is long as wages and salaries as competitive.
a. Top Management b Low Management c .Manager d. Worker
- 14 Job Analysis is defined as process of determining by observation and study and reporting pertinent information relating to the nature of a specific job.
a. John A Shubin b. Filppo c. Dale Yoder
d. United States Department of Labour
- 15 Components of Employee Remuneration.
a. Salary b. Bonus c. Long term incentives d. All of these
- 16 The communication of information and the process of communication reduces it to be essentials.
a. Encoding b. Dispatch and reception c. Decoding of Message d. All
- 17 HR manager is a person managing the activities and function so HR in the organization and having the qualities.
a. Advice and counsel. b.Reporter c.Writer d. None
- 18 The short term fluctuations in personnel needs may be stabilized through leasing of personnel for some specified period from other industries offices and units.
a. Private agencies b. Trade Union c. Employment Exchange
d. Leasing
- 19 “Be sure that brain is engaged before putting the month in a year”.
a. Dealing b. Oral c. Communication d. Written
- 20 An organization which undertakes human resource development has to establish a system for its employees which is an instrument of developing the employees by increasing the skill and habits.
a. Development b. Training c.Training and Development d. All.