

Dr. Babasaheb Ambedkar Open University

Course	: PGDHR	Numerical Code:
Subject Code	: PGDHR – 104	Numerical Code:
Subject Code	: Management of Human Resource	Max. Marks: 70
Date	:	Time: 03:00 to 06:00

Section A

Answer the following (any three) (30)

1. Describe Human resource management is the strategic approach to control and manage the working of any business organisation. Discuss Explain the stages of HRP?
2. Explain Hierarchical Systems in context of organisational design?
3. How you can define the human resource planning? How can human resource manager select their staff? What are the importance and need of proper staffing?
4. Describe the process of HR planning?
5. What is the importance of a proper induction in the corporate sector?

Section B

Answer the following (any four) (20)

1. Function of Office Manager
2. Departmentalization
3. Need of HR Planning
4. Performance Management
5. Counselling
6. Ratio Analysis

Section C

A. MCQ (2x5)

1. Process through which an organisation develops the internal capacity efficiently and effectively to endow with its mission and to sustain itself over the long term is?
 - a. Market development
 - b. Organisation development
2. Organisation development is a contractual relationship between?
 - a. change agent and an individual
 - b. change agent and sponsoring organisation
3. The measurement of the effectiveness of the human resource management's mission, objectives, strategies, policies, procedures, programmes and activities is _____.
 - a. HR planning.
 - b. HR accounting
4. Staffing is not a part of the HRM process.
 - a. True
 - b. False
5. A planned procedure of doing a particular office activity?
 - a. Filing system
 - b. Marketing system
 - c. office system
 - d. None of these

B. Do as Directed (2x5)

1. What is HRIS?
 2. Define academic theory?
 3. What is on-job training?
 4. Define interview?
 5. Define performance appraisal?
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