

Dr. Babasaheb Ambedkar Open University
Term End Examination December – 2019

Course	: PGDHR	Date	: 07-Jan-2020
Subject Code	: PGDHR-104	Time	: 03:00pm to 06:00pm
Subject Name	: Management of Human Resource	Duration	: 03 Hours
		Max. Marks	: 70

Section A

Answer the following (Attempt any three) (30)

1. Explain Off The Job Method In detail.
2. Explain Interviews concept in detail
3. Explain The Strategies for Human Resource Planners in detail.
4. Explain The Sources of Recruitment and also explain merits & demerits.
5. Explain The Process of HR Planning in detail.

Section B

Answer the following (Attempt any four) (20)

1. Explain The Feature of HRM.
2. Explain the Factors Affecting the Job Design in Detail.
3. Explain The Need for HR Planning in Detail.
4. Explain The Basic requisites of employee counseling
5. Explain Types of Counseling in detail.
6. Explain The Application Blank Steps in the selection Procedure.

Section C

Part – A (Multiple Choice Questions) (10)

- 1 The management of human resources is viewed as a system in which participants seeks to attain both individual and group goals|| was stated by _____.
A Scott, Clothier and Spriegelc B Dale Yoder
C Michael J Jucious D Flippo
- 2 The planning, organising, directing and controlling of the procurement, development, compensation, integration, maintenance and reproduction of human resources to the end those individual, Organisational and societal objectives are accomplished||. Was stated by _____.
A Scott, Clothier and Spriegel B Michael J Jucious
C Dale Yoder D Flippo
- 3 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 Personnel development
C Organisation development D None of these
- 4 Organisation development is a contractual relationship between?
A change agent and an individual B change agent and customers
C change agent and sponsoring organisation D None of these

- 5 A highly structured questionnaire in which the questions are standardized and determined in advance
 - A Biographic data
 - B Application Blank
 - C Question bank
 - D None of these
- 6 The process of assessing the organisation's human resource needs in light of organisational goals is?
 - A Recruitment
 - B Marketing Plan
 - C HR planning
 - D None of these
- 7 Who defined personnel counselling as the _discussion of an emotional problem with an employee, with the general objective of reducing it so that performance is maintained at adequate level or even improved upon
 - A B.J. Prasantham
 - B Keith Davis
 - C Ghosh and Ghorpade
 - D None of these
- 8 "Recruitment forms the first stage in the process which continues with selection and ceases with the placement of the candidate". Who stated this
 - A Edwin
 - B Flippo
 - C Kempner
 - D Yoder
- 9 The terms human resource management and —human resources (HR) have largely replaced by the term?
 - A Personnel management
 - B Marketing management
 - C Industrial management
 - D None of these
- 10 The basic premise of the academic theory of HRM is that humans.....
 - A Humans can be considered as machines
 - B Humans are not machines
 - C Humans are robots
 - D None of these

Part – B (Do as Directed)

(10)

State Whether the Following Statement are True or False

- 1 Human resource records help in formulating career paths of individual employees
- 2 Human resource records help in taking decisions of HR functions such as recruitment, selection, placement, transfers and promotions
- 3 Pay incentive plans, Job Designing and goal setting are methods of motivating people
- 4 A sound motivation system should satisfy the needs and objectives of both the organization and the employees.
- 5 Motivating does not create any will to work.
- 6 Motivation is an effective instrument in the hands of a manager for inspiring the work force and creating confidence in it.
- 7 Accurate selection process derives maximum job satisfaction, labour turnover is reduced.
- 8 It is possible to track the current and predict future human resources trends, correctly
- 9 Organisation design begins with the creation of a strategy.
- 10 Organisation design deals with structural aspects of organisations.