[6118]-2003
M.B.A.
GC-09 : 203 : HUMAN RESOURCES MANAGEMENT
(Revised 2019) (Semester - II)

Time : 2½ Hours]   *[Max. Marks : 50*

Instructions to the candidates:

1)   *All questions are compulsory.*

2)   *Figures to the right indicate maximum marks.*

Q1) Attempt any 5 (2 marks each) :   **[10]**

a)   Define SHRM.

b)   What is Job Description?

c)   Give 2 points of Distinction of Job Enlargement and Job Enrichment.

d)   What is Employee Referral?

e)   List 2 uses of Performance Appraisal for the organization.

f)   Define HR Audit.

g)   List any 2 fringe Benefits.

h)   What is suspension?

Q2) Attempt any 2 of the following (5 marks each) :

a)   Discuss the importance of Training Need Assessment.

b)   Explain any 2 methods for Job Analysis.

c)   Discuss the financial and non financial incentives.

Q3) a)   Distinguish between Recruitment & selection and discuss the steps in selection process.

<div align="center">OR</div>

b)   Discuss the process of Human Resource Planning.

P.T.O.

Q4) a) Define HRIS. Explain advantages and uses of HRIS.

OR

b) Which techniques of Recruitment may be used for the selection of a finance executive at a private sector bank. Also discuss the selection tools for the same.

Q5) a) Design a Job Description and Job specification for a marketing manager for a premium automobile company.

OR

b) Mr. Kartik wants to design a performance appraisal process for the employees working in front office of a 3 star hotel. What method should Mr. Kartik use and why?

❧❧❧