



Date: 22-11-2024

Dept. No. 

Max. : 100 Marks

Time: 09:00 am-12:00 pm

## SECTION A - K1 (CO1)

<b>Answer ALL the Questions</b> <span style="float: right;"><b>(10 x 1 = 10)</b></span>	
<b>1.</b>	<b>Answer the following</b>
a)	Define e-HRM.
b)	What is mean HR Audit?
c)	Meaning of Human Resource Development.
d)	Define 360-degree feedback.
e)	Define Employee Assistance.
<b>2.</b>	<b>MCQ</b>
a)	What is the primary objective of HRM? a) Reduce costs b) Maximize employee performance c) Increase production d) Improve marketing strategies
b)	<b>Job specifications include</b> _____ a) Job title b) Job duties c) Required qualifications d) Company policies
c)	_____ is the primary purpose of employee selection. a) To reduce costs b) To identify the best fit for the organization c) To enhance training d) To increase turnover
d)	<b>Potential appraisal.</b> a) Evaluating past performance only b) Assessing an employee's ability to grow and succeed in the future c) Providing no feedback d) Ignoring training needs
e)	Which of the following best describes teamwork? a) Individual performance b) Collaborative effort towards a common goal c) Competition among employees d) Lack of communication

	<b>SECTION A - K2 (CO1)</b>	
	<b>Answer ALL the Questions</b> <span style="float: right;"><b>(10 x 1 = 10)</b></span>	
3.	<b>Match the following</b>	
a)	Strategic HRM - Required qualifications	
b)	Job specifications- Techniques to control and reduce stress	
c)	A lay-off- Aligning HR strategies with business goals	
d)	Potential appraisal - Temporary removal of employees	
e)	Stress Management - Future growth and development potential	
4.	True or False	
a)	HRM focuses solely on the hiring process.	
b)	Recruitment only involves attracting candidates.	
c)	Training is primarily focused on immediate job skills, while development prepares employees for future roles.	
d)	Effective performance appraisal helps in identifying training and development needs.	
e)	All organizations must have a grievance procedure in place to handle employee complaints effectively.	
	<b>SECTION B - K3 (CO2)</b>	
	<b>Answer any TWO of the following in 100 words each.</b> <span style="float: right;"><b>( 2 x 10 = 20)</b></span>	
5.	Identify the roles and skills required for an effective HR Manager.	
6.	Explain the steps in the employee selection process in an organization.	
7.	Identify and describe at least four methods of performance appraisal.	
8.	Examine the role of teamwork in enhancing organizational performance.	
	<b>SECTION C – K4 (CO3)</b>	
	<b>Answer any TWO of the following in 100 words each.</b> <span style="float: right;"><b>( 2 x 10 = 20)</b></span>	
9.	Examine the process of Human Resource Planning (HRP) and discuss the factors affecting it.	
10.	Analyze the common issues faced during an HR audit and explain how organization mitigate these issues.	
11.	List and describe new training techniques currently being used.	
12.	Compare and contrast different kinds of discipline in the workplace. Discuss the advantages and disadvantages of each type.	
	<b>SECTION D – K5 (CO4)</b>	
	<b>Answer any ONE of the following in 250 words</b> <span style="float: right;"><b>(1 x 20 = 20)</b></span>	
13.	<b>Evaluate the importance of having a grievance procedure in place.</b> What steps should organizations take to ensure the procedure is effective?	
14.	Discuss the various methods for collecting job analysis data, including their advantages and disadvantages.	
	<b>SECTION E – K6 (CO5)</b>	
	<b>Answer any ONE of the following in 250 words</b> <span style="float: right;"><b>(1 x 20 = 20)</b></span>	
15.	Elaborate the recruitment process, challenges, and best practices in the context of Indian organizations.	
16.	Formulate the importance of integrating succession planning with executive development. How can this integration benefit an organization?	

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