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3 SEM TDC HRM (CBCS) C 305

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(Nov/Dec)

COMMERCE

(Core)

Paper : C-305

(Human Resource Management)

Full Marks : 80

Pass Marks : 32

Time : 3 hours

*The figures in the margin indicate full marks
for the questions*

1. (a) State whether the following statements are True or False : 1×4=4
- (i) Personnel management is a part of human resource management.
 - (ii) The Payment of Gratuity Act was passed in the year 1972.
 - (iii) Job specification is also called job description.

(2)

(iv) Labour welfare benefits only the workers or employees.

(b) Fill in the blanks with appropriate words : $1 \times 4 = 4$

(i) The process of job analysis is a _____ collection process.

(ii) Advancement within the organization is called _____.

(iii) The Industrial Disputes Act was passed in _____.

(iv) A popular method to reduce manpower is _____ retirement scheme.

2. Write short notes on any *four* of the following (within 150 words each) : $4 \times 4 = 16$

(a) Human Resource Information System (HRIS)

(b) Induction

(c) Executive Development

(d) Transfer

(e) Incentive Plans

(3)

3. (a) What do you understand by Human Resource Management? Explain the important functions of Human Resource Management. $3+8=11$

Or

(b) Discuss the major challenges of Human Resource Management. 11

4. (a) What do you mean by recruitment? Discuss the various sources of recruitment. $3+8=11$

Or

(b) What do you understand by selection process? Explain the various steps involved in the selection of personnel. $3+8=11$

5. (a) State the benefits and limitations of career planning and development. What steps can be taken to make it more effective? $4+4+4=12$

Or

(b) How does training differ from development? What are the principles to be kept in mind while designing a sound employee training programme? $4+8=12$

6. (a) What do you mean by compensation management? Briefly outline the external and internal factors influencing wage and salary administration. 3+8=11

Or

- (b) Briefly discuss the various methods of performance appraisal. 11

7. (a) What do you mean by industrial accidents? Explain the different causes of industrial accidents and suggest few methods of reducing them. 3+4+4=11

Or

- (b) Explain the concept of industrial relations. Discuss the steps you would suggest to promote industrial harmony in India. 3+8=11

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