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Saraswat Vidyalaya's
Sridora Caculo College of Commerce & Management Studies
B.C.A Semester III End Examination, November 2022

CAG-104 HUMAN RESOURCE MANAGEMENT

Duration: 2 Hours

Total Marks: 60

Total Pages: 2

Instructions: 1) *All questions are compulsory.*

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

Q1.A) Fill in the Blanks.

(5 × 1 = 05)

- I. Under _____ method, a candidate is appointed on the recommendation of some currently working employees.
- II. In-spite of good performance in tests and interviews, candidates can be rejected on the basis of their _____.
- III. POSEC method of Time Management where it is an acronym for "Prioritize by Organizing, Streamlining, Economizing and _____".
- IV. Mistakes committed at _____ stage of career is viewed as serious and may invite penalties.
- V. Counsellor playing role of an empathetic listener is called as _____ counselling.

Q1.B) Answer the Following.

(5 × 1 = 05)

- I. What you mean by Job Enrichment?
- II. Explain the Pareto 80/20 technique of Time management.
- III. Explain the Initiating stage of counselling.
- IV. Explain Check List method of Performance appraisal.
- V. What do you mean by counselling?

Q2. A) Explain the Process of Human Resource Planning in an Organization.

(05)

B) Explain various sources available for Internal Recruitment with an Organization.

(05)

OR

Q2. X) What you mean by Job Analysis? Explain its components in detail.

(10)

- Q3.** **A)** Elaborate on the Scope of Human Resource Planning. (05)
 B) Explains various Ability tests used by an Organization for the selection process. (05)

OR

- Q3.** **X)** Explain the Process of Selection in detail of a Prospective employee in an Organization. (10)

- Q4.** **A)** Explain in detail, any FIVE types of Interview methods used for selection of a candidate. (10)

OR

- Q4.** **X)** What is Training? Explain why it is important for an organization. (05)
 Y) What are the various on the job training techniques used by an organization for training? (05)

- Q 5.** **A)** Explain in detail the various stages of career development cycle. (10)

OR

- Q 5.** **X)** Explain the reasons why counselling is important. (05)
 Y) Write a short note on importance of Career Planning. (05)

- Q 6.** **A)** Explain various type of counselling methods available with a Counsellor. (10)

OR

- Q 6.** **X)** Explain in brief, the process of Performance Appraisal. (05)
 Y) Explain the criteria's required for Effective Business Presentation. (05)
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