

Q-1 Answer the following. (Any Eight)

[16]

1. Define job analysis.
2. List out nature of HRM.
3. Define performance Appraisal.
4. Briefly explain any one feature of HRP.
5. Define cross functional training.
6. What do you mean by human resources planning?
7. Draw the specimen of job description.
8. Which types of social security measures used by employer?
9. Briefly explain any one important of HRM.

Q-2 Answer the following. (Any Two)

[20]

1. If you were responsible for hiring someone for your job, which recruitment sources would you use? Why?
2. Describe briefly the various steps are involved in hiring human resources in an organization.
3. Suppose that you are the manager of an accounts receivable unit in a large company. You are switching to a new system of billing and records keeping and need to train you supervise and thirty two employees in the new procedures. What training method(s) would you use? Why?

Q-3 Answer the following in detail. (Any Two)

[14]

1. Explain in detail human resources planning.
2. Explain recruitment and also discuss constrains and challenges of recruitment.
3. Define training. Discuss various purpose of training.