MSW
THIRD SEMESTER
HUMAN RESOURCE MANAGEMENT & OCCUPATIONAL SOCIAL WORK
MSW-303 C
(Use separate answer scripts for Objective & Descriptive)

Duration : 3 hrs.   Full Marks : 70

(**PART-A : Objective**)

Time : 20 min.   Marks : 20

Choose the correct answer from the following: *1x20=20*

1. Employee violates rules of organization as mentioned in the standing orders. Because of which he has to leave the job is an example of:
    a. Forced retirement   **b.** Premature retirement
    c. Compulsory retirement   **d.** Voluntary retirement

2. Employee become disable due to disease, illness, accident in such case management may give him the option of retirement. this is an example of:
    a. Forced retirement   **b.** Premature retirement
    c. Compulsory retirement   **d.** Voluntary retirement

3. In defense under some department after 15 years' service, person has to retire from his post:
    a. Forced retirement   **b.** Premature retirement
    c. Compulsory retirement   **d.** Voluntary retirement

4. To avail voluntary retirement scheme the employee has to complete minimum………. years' service.
    a. 15 years   **b.** 20 years
    c. 10 years   **d.** 5 years

5. An employee terminated due to alcoholism, dishonesty or inefficiency is called as:
    a. Discharge   **b.** Dismissal
    c. Suspend   **d.** Layoff

6. Standard performance – actual performance = training and development.
    a. Objective   **b.** Drawback
    c. Motive   **d.** Need

7. Donald Kirkpatrick was known for creating the training:
    a. Calendar   **b.** Module
    c. Evaluation model   **d.** None of these

8. Which one of the following is not a part of process of human resource planning?
    a. Analyzing existing HR   **b.** Implementation of HR plan
    c. Recruitment   **d.** None of these

9. "Process of forecasting ,developing & controlling human resource as enterprise " is called as:
    a. HR planning   **b.** HR audit
    c. HR evaluation   **d.** HR control

10. Fast decisions can be taken when the organization practices:
    a. SHRM
    b. HRD
    c. HRM
    d. All of the above

11. Which is a factor of job evaluation?
    a. Skill
    b. Efforts
    c. Working condition
    d. All of these

12. Which of the following is not a method of off the job training?
    a. Sensitivity
    b. Seminar
    c. Under study
    d. Conferences

13. "Seed plot" is a Latin word which means:
    a. Mentoring
    b. Planning
    c. Seminar
    d. Training

14. People cast in the role of contributors to production are called:
    a. Capitalist
    b. Land owners
    c. Human resources
    d. Consumers

15. Wide range of abilities and attributes possessed by people are called as:
    a. Management
    b. Human resources
    c. Entrepreneur
    d. Entrepreneur

16. Deployment of which resource is difficult to master:
    a. Human
    b. Land
    c. Capital
    d. Natural

17. Quality oriented organization primary concern centers around:
    a. Coordination
    b. Communication
    c. Human resources
    d. Discipline

18. Quality goals require alignment with:
    a. Production
    b. Human resources
    c. Finance
    d. Purchase

19. Demand for human resources and management is created by:
    a. Expansion of industry
    b. Shortage of labor
    c. Abundance of capital
    d. Consumer preferences

20. Management function arises as a result of:
    a. Consumer preferences
    b. Abundance of capital
    c. Expansion of industry
    d. Shortage of labor

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[PART-B : Descriptive]

Time : 2 hrs. 40 min.   Marks : 50

[Answer question no.1 & any four (4) from the rest]

1. What do you mean by Human Resource Management? Explain the two broad functions of HRM briefly.   5+5=10

2. Define management. Write briefly the 14 principles of management proposed by Henry Fayol.   3+7=10

3. Write a note on:
   a) Human resource approach.
   b) System approach in the work place.   5+5=10

4. Explain strategic human resource management. Write the basic differences between SHRM and HRM.   7+3=10

5. What do you mean by performance appraisal? Briefly explain the methods of performance appraisal.   2+8=10

6. Write the steps in manpower planning. What is the need for manpower planning?   5+5=10

7. What do you mean by occupational social work? Write the role of social workers in industrial setting.   3+7=10

8. Comment on "changing nature of the workplace", needs and problems of the employees.   10

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