

**B.Voc Management Financial Services**  
**Subject: Human Resource Management**

**Subject Code: BFS-602**

**Semester: Third**

**September 2022**

**Theory (External): 70 Marks**

**Time: 03 Hours**

**Instructions to the Students**

1. This Question paper consists of two Sections. All sections are compulsory.
2. Section A comprises 10 questions of objective type in nature. All questions are compulsory. Each question carries 2 marks.
3. Section B comprises 8 essay type questions out of which students need to do any 5. Each question carries 10 marks.
4. Read the questions carefully and write the answers in the answer sheets provided.
5. Do not write anything on the question paper.
6. Wherever necessary, the diagram drawn should be neat and properly labelled

**Roll Number**

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**SECTION –A (SHORT/OBJECTIVE TYPE QUESTIONS)**  
(10x2=20 Marks)

- A. Why do we call Human resource as the most important resource of the organization?
- B. List out the objectives of HRM.
- C. Why is induction important for an employee and an employer?
- D. In your views what is the benefit of HRP for an organization.
- E. Give an example of job specification.
- F. List out the benefits of career development and planning for an employee.
- G. How incentives are helpful for motivating the employees for increased output?
- H. Explain social security schemes.
- I. Briefly explain significance of job evaluation.
- J. Write importance of ethics for HRM.

**SECTION –B (ESSAY TYPE QUESTIONS)**  
(5x10=50 Marks)

**Attempt any 5 questions including 2.8 which is compulsory**

1. 'A HR manager is required to constantly frame strategies to manage the employees in the organization to make it successful'. In light of the said statement write a detailed note on role, functions and objectives of HRM.

2. Elucidate the importance of recruitment in HRM. Write a detailed note on various methods of recruitment. Which method is best to recruit an employee at a senior position and why?
3. Write steps of performance appraisal. Also explain the various methods of appraising the performance of employees in an organization. Which method is best and why?
4. As an HR manager you are required to frame the compensation plan for the HR in an organization, what points/ concepts will you keep in mind while doing the same.
5. 'Is there any relationship between job simplification and quality of work life?' Explain. How proper career development and planning helps in the employee to have career advancement?
6. 'While selecting a job, an employee considers the basic remuneration along with incentives, fringe benefits and social security schemes' in light of the said statement discuss the different types of fringe benefits and social security schemes offered in the organizations.
7. Define job evaluation. Why is it important? Discuss different methods for job evaluation.
8. Considering yourself as a HR manager, suggest ways to increase productivity of employees in the organization and maintain smooth relationship between trade union and manager.

==END OF PAPER==