

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

- A. Define Personnel Management..
- B. How to Job evaluation of employees’ .
- C. What is right sizing work force?
- D. Distinguish between Recruitment and Selection.
- E. Give the meaning of fringe benefits.
- F. Compare Job description and Job specification.
- G. Explain the career stages?
- H. Define the concept of ‘Induction’.
- I. What do you mean by ‘Halo Error’ in performance appraisal?
- J. Explain two objectives of HRM.

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

1. What is the Strategic Human Resource Management? How is different from Traditional Human Resource Management?
2. Explain briefly the steps in scientific selection process for managerial personnel.
3. Briefly describe ‘Sexual Harassment’ & ‘Discrimination’ as ethical issues in Human Resource Management.
4. Define Performance Appraisal. Explain the benefits of Performance Appraisal.

5. Write a detailed note on ‘Work-Life Balance’ as an important component of Human Resource Management.
6. Explain the different methods of Training appropriate for the corporate sector environment. Comment on routine and non-routine training for Junior & Senior executives.
7. What is Career Planning and Development? Explain the role of employee and employer in career planning & development.
8. Case Study (Compulsory Question)

Saffron tax consultants have their business spread across Kolkata and have a client coverage of across 1000 clients that include individual, firms and companies. During the peak months and days when nearing to deadline of tax returns filings, employees work till 12 mid night and resume next day from 7 am. Firm sometimes have the problem of high absenteeism at workplace.

Question :

- a. What can be stress management strategies used by the firm to maintain the morale of employees ?
- b. Suggest the ways to overcome the problem of absenteeism?

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