

**Management of Human Resources**

**Date: 4.6.2008**

**Marks: 100**

**Time: 11.00 am to 2.00 pm**

Please support your answers with practical examples from corporate life

Answer any 5 questions (each question carries 20 marks)

Time duration : 3 hours

Total marks : 100

- 1) Explain the different methods of recruitment. How would you go about recruiting an 'Executive Assistant' to the Managing Director. Elaborate on the selection process for an 'Executive Assistant' to the Managing Director
- 2) What are the objectives of Performance Appraisal ? Explain the Appraisal process in detail. What are the common problems in performance appraisals ?
- 3) Explain the term 'Assessment Centre'. What are the benefits and challenges of an Assessment Centre. Distinguish between Assessment Centre and Development Centre
- 4) Explain the significance of Performance Coaching. Elaborate on the steps in Performance Coaching Process. As a Manager, how would you go about providing feedback to a subordinate who is a poor performer ?
- 5) What do you understand by 'training' ? Elaborate on the importance of training in an organization. Describe the methods of on-the-job training.
- 6) Explain the term 'equal remuneration' under the Equal Remuneration Act, 1976. Are there any exemptions to this Act ? Describe the objectives and benefits of Social Security legislation in India (include Workmen's compensation, ESI, PF, Maternity benefit)
- 7) What do you understand by 'Job Analysis' ? Explain the techniques of collecting information for Job Analysis. Prepare a Job Description and Person Specification of a 'Recruitment Manager' for a BPO firm with 5000 employees.
- 8) Write Short Notes on (any four)
  - a) In-tray
  - b) Career Planning
  - c) HR Audit
  - d) Objectives of Trade Unions

- e) Types of employee Separations**
- f) Role of upward and horizontal communication**
- g) Human Resource Information System (HRIS)**

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