

**2020/TDC(CBCS)/ODD/SEM/
COMHCC-301T/340**

**TDC (CBCS) Odd Semester Exam., 2020
held in March, 2021**

COMMERCE

(3rd Semester)

Course No. : COMHCC-301T

(Human Resource Management)

Full Marks : 70

Pass Marks : 28

Time : 3 hours

**The figures in the margin indicate full marks
for the questions**

SECTION—A

1. Answer any ten of the following questions :

2×10=20

(a) What do you mean by 'downsizing'?

(b) Explain the term 'golden handshake'.

(c) Define the term 'personal management'.

- (d) Mention two principles of human resource management.
- (e) What do you mean by 'psychological test'?
- (f) What does a 'job offer' letter content?
- (g) Give two differences between 'job description' and 'job specification'.
- (h) Give two importances of 'human resource planning'.
- (i) Give two distinctions between training and development.
- (j) What do you mean by 'training process outsourcing'?
- (k) Give two means/ways by which the effectiveness of training programme can be evaluated.
- (l) What is meant by 'competency-based training'?
- (m) Give two differences between 'potential appraisal' and 'performance appraisal'.
- (n) What do you mean by 'employee counselling'?
- (o) List down some non-monetary benefits.

- (p) Define 'job evaluation'.
- (q) List down some of the important legislations relating to employee welfare.
- (r) What do you mean by 'industrial disputes'?
- (s) Define 'collective bargaining'.
- (t) Explain two major roles of a 'trade union'.

SECTION—B

Answer any **five** questions

- 2. Extensively explain the various functions of human resource management. 10
- 3. Write short notes on the following : 5+5=10
 - (a) Human resource information system
 - (b) Workforce diversity
- 4. Discuss the various methods that may be adopted in the manpower planning process. 10
- 5. Enumerate the various steps in the 'recruitment process'. 10

6. Write a note on 'career development'. 10
7. Explain the different steps involved in designing a training programme. 10
8. Explain some of the modern methods of 'performance appraisal'. 10
9. Discuss some of the important factors influencing the wages and salary administration. 10
10. Explain the various sections under the 'Factories Act' of 1948 relating to safety of workers. 10
11. Explain the various causes of industrial disputes. What are the settlement machineries available to the various parties? 10
