

Section – A

Note : All questions are **compulsory**. The answer to these questions shall be given in 2-5 lines. Each question carries 2 marks. Total weightage is 20 marks.

1. Briefly define the following :
 - (i) Job rotation
 - (ii) Selection
 - (iii) Induction
 - (iv) Human resource management
 - (v) Incentive
 - (vi) Employee participation
 - (vii) Interview
 - (viii) Training
 - (ix) Job description
 - (x) Transfer

Section – B

Note : Attempt any **Four** questions. Each question carries 10 marks. Total weightage is 40 marks.

2. Explain the role and importance of human resource management
3. Write the steps involved in analysing a job.
4. Define the term promotion? Bring out the bases for promotion.
5. Discuss the methods of performance appraisal.
6. Explain in detail the selection process.
7. Write a note on the following :
 - (a) Job enlargement
 - (b) Career planning