

[Time: 2 Hours]

[Marks: 60]

Please check whether you have got the right question paper.

- N.B:**
1. Section I is **compulsory**.
  2. Attempt **any three** questions from section II.

### SECTION I

- Q.1 Explain the following concepts 10
- a) Job Analysis
  - b) Personnel Manual
  - c) Downsizing
  - d) Job Enrichment
  - e) Pink Slip
- Q.2 Analyse the case and answer the following questions 20
- As a result of economic reforms initiated in the recent past, the Indian economy has been globalized. Regulations and controls have been relaxed. More number of multinational companies have been inclined to make their entry in India. Indian organizations are finding it difficult to compete with their counterparts coming from outside. You are a manager in one of the well-established pharmaceutical companies already working in India for the last 20 years. To compete with Multi National Companies, you feel that production as well as distribution systems are to be made cost effective. The organization is over staffed. The managing Director discusses this problem in the light of human resource planning and development.
- a. List the important facts in the case. 04
  - b. Discuss the various steps involved in manpower/ human resource planning (HRP) 08
  - c. How will you convince your Managing Director that HRP and HRD would help in making the system cost effective? 08

### SECTION II

- Q.3 What is Human Resources Management? Discuss its objectives 10
- Q.4 You are an HR Manager of SET Airways. You are supposed to design a training program for ground staff. Which are the different job training methods you would use? 10
- Q.5 'Career Planning and Development is a motivational tool for employees" Elaborate. 10
- Q.6 Write short notes (**ANY TWO**) 10
- a) 360-degree Appraisal
  - b) Characteristics of Today's Workforce
  - c) Steps in Induction Programme