

( 4 )

- (b) Briefly discuss the various stages of training.
- (c) Discuss the compensation management practices in India.

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Total No. of Questions : 4]

[Total No. of Printed Pages : 4

Course Code  
**DOM - 05**

**Term End Examination - December, 2019**

**HUMAN RESOURCE MANAGEMENT AND  
ORGANIZATIONAL BEHAVIOUR**

Diploma in Office Management (DOM)

*Time* : 3 hours

*Full Marks* : 100

*The figures in the right-hand margin indicate marks*

Answer **all** Groups as directed

Group—A

1. Answer *all* the questions, each within 1 word or 1 sentence : 1×10=10
- (a) What are the secondary objectives of HRM?
- (b) What is planning function of HRM?
- (c) What is job specification?
- (d) Define attitude.
- (e) Define compensation management.
- (f) What is employee empowerment?

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- (g) Define unstructured interview.
- (h) What does placement involve?
- (i) Explain the metamorphosis stage of socialization process.
- (j) What is the decision-making role of an HR manager?

Group—B

- 2.** Answer any *four* questions each within 100 words :  $5 \times 4 = 20$
- (a) Why is studying Human Resource Management important?
  - (b) Explain the Operant Conditioning Theory of learning.
  - (c) How is selection different from recruitment?
  - (d) Explain different types of compensation.
  - (e) Discuss the levels of participation.
  - (f) Why is performance management important for any organization?

( 3 )

Group—C

- 3.** Answer any *four* questions each within 200 words :  $10 \times 4 = 40$
- (a) What are the different functions of Human Resource Management?
  - (b) Explain the various components of learning process.
  - (c) What are the disadvantages of empowerment?
  - (d) Discuss the aptitude tests in selection process.
  - (e) Explain off-the-Job Training methods.
  - (f) Explain the advantages and disadvantages of a cohesive group.

Group—D

- 4.** Answer any *two* questions each within 300 words :  $15 \times 2 = 30$
- (a) What are the factors which influence perception? Explain.