

Name:
Enrolment No:



UNIVERSITY OF PETROLEUM & ENERGY STUDIES

Online End Semester Examination, May 2020

Program: Diploma in Business Mgt
Subject/Course: Human Resource Management
Course Code: DPBM0304

Semester: II
Time : 3 Hours
Max Marks: 100

SECTION A

- 1. Each Question will carry 5 Marks**
2. Instruction: Complete the statement / Select the correct answer(s)

S. No.	Question	COs
Q 1	Selection is a A) Neutral Process B) Positive Process C) Negative process D) None of these	CO1
Q 2ascertain the relative worth of a job A) Job Analysis B) Job Evaluation C) Performance Management D) None of the above	CO2
Q 3	Forecasting is the method of Human resource planning A) True B) False	CO3
Q 4 Is the characteristics required for the job A. Job Description B. Job Specification C. Job Analysis D. None of the above	CO4
Q 5	"Human resource planning is used to ascertain excess and shortfall of manpower in the organization" A) True B) False	CO2
Q 6	Recruitment is a positive process A) True B) False	CO3

SECTION B

- 1. Each question will carry 10 marks**
2. Instruction: Write short / brief notes

Q 7	Briefly explain the role of Human Resource Management in modern organization?	CO1
Q 8	What are the different types of recruitment methods? explain	CO2
Q 9	Write a brief note on Human Resource Planning and its importance	CO3
Q 10	“What do you understand by Job Analysis” elaborate the statement	CO4
Q 11	What do you understand by performance appraisal? elaborate	CO3
SECTION C		
1. Each Question carries 20 Marks. 2. Instruction: Write long answer		
Q 12	Create a job application form for the position of Sales Manager for XYZ Food Corp. Ltd.	CO4