

Name:  
Enrolment No:



**UNIVERSITY OF PETROLEUM & ENERGY STUDIES**

**Online End Semester Examination, May 2020**

**Program: BCOM**  
**Subject/Course: Human Resource Management**  
**Course Code: HRES3001**

**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    | Recruitment is a .....<br>A) Neutral Process<br>B) Positive Process<br>C) Negative process<br>D) None of these                                   | CO1 |
| Q 2    | .....is used to measure the relative worth of a job<br>A) Job Analysis<br>B) Job Evaluation<br>C) Performance Management<br>D) None of the above | CO2 |
| Q 3    | Forecasting is the method of Human resource planning<br>A) True<br>B) False  | CO3 |
| Q 4    | ..... Is the characteristics required for the job<br>A. Job Description<br>B. Job Specification<br>C. Job Analysis<br>D. None of the above       | CO4 |
| Q 5    | "Manpower planning is used to ascertain excess and shortfall of manpower in the organization"<br>A) True<br>B) False                             | CO2 |
| Q 6    | Selection is a positive process<br>A) True<br>B) False   | CO3 |

**SECTION B**

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

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|-----|---|-----|
| Q 7 | Briefly explain the different methods of Human Resource Planning? | CO1 |
|-----|---|-----|

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|---|--|-----|
| Q 8   | What are the different types of selection tests? explain                                       | CO2 |
| Q 9   | Write a brief note on Human Resource Management and its importance for the modern organization | 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 |
| <b>SECTION C</b>  |  |     |
| <b>1. Each Question carries 20 Marks.</b><br><b>2. Instruction: Write long answer</b> |  |     |
| Q 12  | Create a job application form for the position of IT Manager for XYZ software Ltd.             | CO4 |