

**Institute of Distance & Open Learning**

**MMS Programme: Semester – III (2021-22)**

**Human Resources Specialization**

**Competency Based HRM & Performance Management - 60 Marks**

**Instructions**

1. Q1 (20 marks) is compulsory
  2. Attempt Any Four (40 marks) out of Q2, Q3, Q4, Q5, Q6 and Q7
  3. Students have to attempt any four out of the remaining six questions and within each question; students have to attempt any two out of three sub – questions. Each sub – question would carry 05 Marks
  4. Figures to the right indicate full marks
  5. Draw neat diagrams wherever necessary
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**Q.1 is Compulsory (20 Marks)**

- a) Explain Process of Job Analysis. (10 Marks)
- b) What are three major components of Organizational Productivity? (10 Marks)

**Q2) Answer any two of the following (10 Marks)**

- a) What are the reasons for Labour Turnover and how do we calculate it? (5 Marks)
- b) Explain the Survival Curve in HRM? (5 Marks)
- c) What is the difference between Job Description and Job Specification? (5 Marks)

**Q3) Answer any two of the following (10 Marks)**

- a) Explain Steps in Recruitment and Selection Process (5 Marks)
- b) What are pre requisites for Sound Recruitment Policy? (5 Marks)
- c) What are internal and external sources of recruitment? (5 Marks)

**Q4) Answer any two of the following (10 Marks)**

- a) Explain Different Types of Interviews? (5 Marks)
- b) Explain Meaning of Evidence Based HRM. (5 Marks)
- c) Explain the Process of HRP? (5 Marks)

**Q5) Answer any two of the following (10 Marks)**

- a) What are operative functions of HRM? (5 Marks)
- b) What is Difference between Trend Analysis and Ratio Analysis? (5 Marks)
- c) What are the methods of planning and forecasting Personnel Needs? (5 Marks)

**Q6) Answer any two of the following (10 Marks)**

- a) What to consider while writing job descriptions (5 Marks)
- b) Explain Process of Performance Appraisals (5 Marks)
- c) What are the errors in Performance Appraisals? (5 Marks)

**Q7) Short Notes on any Two of the following (10 Marks)**

- 1) HRIS (5 Marks)
- 2) TQM (5 Marks)
- 3) Egalitarian Organization (5 Marks)

**Note:**

**A Student has to separately secure minimum 50% marks in the Internal assessments and secure minimum 50% marks in the Semester End Examination in every subject to be declared as Pass.**