



Attempt this Paper on this Question Sheet only.

OBJECTIVE PART

Question No 1: Encircle the most appropriate option for the below given statements. (10)

1. Systematically moving worker to move from one job to another is called
 - a. Job rotation
 - b. Job enrichment
 - c. Job enlargement
 - d. Job commitment
2. Seeking and attracting a pool of people from which the capable candidates for the job can be chosen, is
 - a. Recruitment
 - b. Selection
 - c. Placement
 - d. Induction
3. The interview conducted according to predetermined outline is called
 - a. Unstructured interview
 - b. Structured interview
 - c. Panel interview
 - d. Planned interview
4. A mean of measuring a person's capacity or potential ability to learn and perform a job is
 - a. Interest test
 - b. Aptitude test
 - c. Job knowledge test
 - d. Formal test
5. Analysis helpful in determining the special needs of a particular group is known as
 - a. Demographic analysis
 - b. Organizational analysis
 - c. Operating analysis
 - d. Individual analysis
6. A work group of employees who meet regularly to discuss their quality problem, investigate cause, recommend solution and take actions
 - a. Quality circle
 - b. Works councils
 - c. Group
 - d. Team
7. The total depletion of physical and mental resources caused by excessive striving to reach an unrealistic work related goals is known as
 - a. Work burden
 - b. Job dissatisfaction
 - c. Burnout
 - d. Glass ceiling
8. The process of reducing, usually dramatically, the number of people employed by a firm is called
 - a. Downsizing
 - b. Rightsizing
 - c. Bumping
 - d. Upsizing
9. Employees do their work at home on a computer that is linked to their office, is called
 - a. Tele conferencing
 - b. Telecommuting
 - c. Flextime
 - d. Job sharing
10. The combination of subtle and not so- subtle barriers to women's' career progress is
 - a. Glass ceiling
 - b. Gender discrimination
 - c. Gender Bias
 - d. Occupational prejudice



UNIVERSITY OF THE PUNJAB

Third Semester 2017
Examination: B.S. 4 Years Programme

Roll No.

PAPER: Human Resource Management
Course Code: HR-211/GEN-21142

TIME ALLOWED: 2 hrs. & 30 mins.
MAX. MARKS: 50

Attempt this Paper on Separate Answer Sheet provided.

SUBJECTIVE PART

Question No 2: Answer the following short answer questions. (20)

1. Write down the internal sources of recruitment 2
2. Differentiate recruitment and selection. 2
3. Define performance appraisal and its importance.2
4. Define collective bargaining.2
5. Why health and safety is important at workplace? 2
6. Define equal employment opportunity and affirmation action?3
7. Briefly describe the HR challenges. 4
8. What are the types of rewards and their importance in organization? 3

Question No 3: Attempt any three subjective questions. (30)

1. What is the nature of job analysis? How to write the job specification? 10
2. Define Human Resource Development and what is the scope of HRD? 10
3. Define Human Resource Management (HRM)? Discuss various models of HRM. 10
4. What are workplace health problems and issues? 10



UNIVERSITY OF THE PUNJAB

Roll No.

Third Semester 2017
Examination: B.S. 4 Years Programme

PAPER: Human Resource Development
Course Code: HR-212/GEN-21112

TIME ALLOWED: 30 mins.
MAX. MARKS: 10

Attempt this Paper on this Question Sheet only.

OBJECTIVE

MULTIPLE CHOICE QUESTIONS

1. Method by which employees are given hand-on experience with instructions is
 - a) On-the-job training
 - b) E-learning
 - c) Apprenticeship training
 - d) All of above
2. This is associated with having status or formal job authority
 - a) Reward power
 - b) Expert power
 - c) Legitimate power
 - d) Referent power
3. A struggle or contest between people with opposing needs, ideas, beliefs, or goals is
 - (a) Decision
 - (b) Problem
 - (c) Conflict
 - (d) Motivation
4. A positive expectation that another will not- through words, actions or decision is:
 - a) Trust
 - b) Leadership
 - c) Authority
 - d) Management
5. Communication among members of the same work group or individuals at the same level known as
 - (a) Downward communication
 - (b) Upward communication
 - (c) Formal communication
 - (d) Horizontal communication
6. The ability to influence a group toward the achievement of goals
 - a) Communication
 - b) Leadership
 - c) Conflicts
 - d) Motivation
7. People's judgments of their capabilities to organize and execute courses of action is known as
 - a) Expectancy
 - b) Self-efficacy
 - c) Both
 - d) None
8. The-----conflict mode is high assertiveness and low cooperation.
 - a) Competing
 - b) Avoiding
 - c) Compromising
 - d) None
9. Converting a message to symbolic form is called
 - a) Channel
 - b) Decoding
 - c) Encoding
 - d) None
10. People's judgments of their capabilities to organize and execute courses of action is known as
 - a. Expectancy
 - b. Self-efficacy
 - c. Both
 - d. None



UNIVERSITY OF THE PUNJAB

Third Semester 2017
Examination: B.S. 4 Years Programme

Roll No.

PAPER: Human Resource Development
Course Code: HR-212/GEN-21112

TIME ALLOWED: 2 hrs. & 30 mins.
MAX. MARKS: 50

Attempt this Paper on Separate Answer Sheet provided.

SUBJECTIVE

SHORT QUESTIONS

(2 MARKS EACH)

1. Explain Authority with examples?
2. Define non-verbal communication?
3. What is meant by performance appraisal?
4. Differentiate between conflict and negotiation?
5. List down the elements of communication process?
6. What is on job training?
7. What is Motivation?
8. Why organizational structure is important for the success of human resource development activities?
9. What is difference between formal and informal organization?
10. Define Case studies Method?

LONG QUESTIONS

Q.3. Briefly answer following questions. (10 marks each)

1. Discuss in detail McGregor Theory X and theory Y?
2. What is Human Resource Development and why it is needed for the development of an organization?
3. What do you mean by power? Explain its types?



UNIVERSITY OF THE PUNJAB

Roll No.

Fourth Semester - 2017
Examination: B.S. 4 Years Programme

PAPER: Citizenship Education (Human Rights)
Course Code: HR-213 / GEN-22127

TIME ALLOWED: 30 mins.
MAX. MARKS: 10

Attempt this Paper on this Question Sheet only.

OBJECTIVE TYPE

Note: Tick the Correct Option/True or False.

Q. No.1 Charter of United Nations is a way of Human Rights preservation in global world. TRUE FALSE

Q. No.2 One of the core instrument in preservation of women rights is
(a) CRC (b) UDHR
(c) CIDA (d) CEDAW

Q. No.3 Establishment of UNO can be thought as a milestone in history of human rights protection. TRUE FALSE

Q. No.4 Implementation of human rights in 21 st century is a individual matters. TRUE FALSE

Q. No.5 Evolution of human rights as concept and claim is outcome of human civilization. TRUE FALSE

Q. No.6 UDHR stands for _____

Q. No.7 Mention International Day of Human Rights. _____

Q. No.8 Mention any international convention for the protection of women rights.

Q. No.9 Mention any two articles of UDHR _____

Q. No.10 Mention any two fundamental ideologies of human rights.
(i) _____
(ii) _____



UNIVERSITY OF THE PUNJAB

Fourth Semester - 2017

Examination: B.S. 4 Years Programme

Roll No.

PAPER: Citizenship Education (Human Rights)

TIME ALLOWED: 2 hrs. & 30 mins.

Course Code: HR-213 / GEN-22127

MAX. MARKS: 50

Attempt this Paper on Separate Answer Sheet provided.

SUBJECTIVE TYPE

Questions with Short Answer: Each Question carry 05 marks .

- Q. No.1 Give a brief introduction of CRC .
- Q. No.2 Why protection of women rights is important.
- Q. No.3 Enlist issues regarding preserving Human Rights in South Asia.
- Q. No.4 Describe briefly four fundamental human rights.

Questions with Brief Answer. Each questions carry 15 Marks.

- Q. No.1 Discuss evolution of the concept of human rights.
- Q. No.2 Describe principles of human rights in details.