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**THE ANSWERS MUST BE ATTEMPTED ON THE ANSWER SHEET PROVIDED**

**Q.1. Answer the following short questions. (15x2=30)**

- i. What are the basic functions of managing and what do they represent?
- ii. What is training and need assessment?
- iii. What is a 'mixed motives' case?
- iv. What is collective bargaining?
- v. Describe occupational health problems and issues?
- vi. What is ratio analysis?
- vii. What are various models of HRM?
- viii. Describe miniature job training and evaluation approach?
- ix. What are the different types of interviews?
- x. Briefly explain the nature of job analysis.
- xi. What are the recruitment alternatives?
- xii. What is the difference between vision statement and mission statement?
- xiii. What is meant by designing jobs?
- xiv. Differentiate between job description and job specification?
- xv. What is succession planning?

**Q.2. Answer the following questions. (3x10=30)**

- i. What are the selection devices and what are the key elements of a good selection device?
- ii. What is organizational development? Explain contemporary OD approaches in detail.
- iii. What is reward management in organizations? Explain alternative reward systems in detail?