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**Roll No. \_\_\_\_\_\_\_\_\_\_\_\_**

**MC - 3373**

**M.Com. (III Semester) Examination, Dec. 2018**

**COMMERCE**

**Human Resource Management**

*Time Allowed: Three Hours] [Maximum Marks: 70*

**Q.1.** Write short note on any six of the following:- **5x6=30**

fuEu esa ls fdUgh N% ij laf{kIr fVIi.kh dhft,%&

1. Objectives of Human Resource Management ekuo lalk/ku izcU/k ds mn~ns';
2. Need of Man power planning Je 'kfDr fu;kstu dh vko';drk
3. Career development dSfj;j fodkl
4. Potential appraisal lEHkkouk ewY;kadu
5. Grievance ifjosnuk
6. Discipline vuq'kklu
7. Job Enrichment dk;Z lao)Zu
8. Labour Turnover Je vkoZr

**Q.2.** What is human resource management? Explain the function of human resource management. **10**

ekuo lalk/ku izcU/k D;k gS\ ekuo lalk/ku izca/ku ds dk;kZsa dk o.kZu dhft,A

**OR**

What is meant by manpower planning? What are its objectives?

Je 'kfDr fu;kstu ls D;k rkRi;Z gS\ blds D;k mn~ns'; gS\

**Q.3.** Explain the process of career planning. **10**

dSfj;j fu;kstu dh izfØ;k dk o.kZu dhft,A

**OR**

What is performance appraisal? Describe it's various methods.

fu"iknu ewY;kdau D;k gS\ bldh fofHkUu fof/k;kas dk o.kZu dhft,A

**Q.4.** What are the characteristics of a good grievance redressial procedure? **10**

,d vPNh ifjosnuk fuokj.k izfdz;k dh D;k fo'ks"krk,a gS\

**OR**

What are the essential elements of disciplinary action?

vuq'kklukRed dk;Zokgh ds vko';d rRo D;k gS\

**Q.5.** What is absenteeism? What are its various causes?

dk;Z ls vuqifLFkr gksuk D;k gS\ blds fofHkUu dkj.k D;k gS\ **10**

**OR**

Give Short notes:-

laf{kIr fVIi.kh dhft,%&

1. Promotion inksUufr
2. Layoff NVuh
3. Dismissal inP;qfr
4. Voluntary Retirement LoSfPNd lsokfuo`fRr