

# 17684

**15162**

**3 Hours / 100 Marks**

Seat No.

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- Instructions* – (1) All Questions are *Compulsory*.  
(2) Answer each next main Question on a new page.  
(3) Figures to the right indicate full marks.  
(4) Mobile Phone, Pager and any other Electronic Communication devices are not permissible in Examination Hall.  
(5) Abbreviations used, convey usual meaning.

**Marks**

1. **Answer any FIVE of the following:** **20**
- What is meant by: Management by objectives.
  - Describe principles of organisation.
  - Describe the directing techniques.
  - Describe the importance of HRM.
  - State the requirements of HR planning.
  - Describe the staff recruitment process.
  - Explain purpose of performance appraisal.
2. **Answer any TWO of the following:** **16**
- Explain meaning and describe scope of HRM.
  - What is staffing? Describe the process of staffing.
  - Define directing and explain the principles of direction.

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- 3. Attempt any TWO of the following: 16**
- a) Explain the role and responsibilities of a manager.
  - b) Explain principle and process of job analysis.
  - c) Define recruitment. Explain sources of recruitment.
- 4. Answer any TWO of the following: 16**
- a) Define planning. Explain the importance and objectives of planning.
  - b) (i) Explain delegation of authorities.  
(ii) Explain purpose of decentralisation.
  - c) Name methods of motivation for human resources. Explain any two.
- 5. Answer any TWO of the following: 16**
- a) (i) Describe steps in the control process. 5  
(ii) Write the requirements of effective control. 3
  - b) Write the objectives and explain activities of HRM.
  - c) (i) Explain a theory of motivation.  
(ii) Outline process of performance appraisal.
- 6. Answer any TWO of the following: 16**
- a) (i) Write the purpose of HR planning. 3  
(ii) Explain factors affecting HRP. 5
  - b) Describes the steps in training.
  - c) (i) Explain characteristics of line organisation.  
(ii) State qualities of an efficient leader.
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