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**B.C.A. (Part-II) (Semester-III) (CBCS)**

**Examination March/April, held in June, 2023.**

**AEC: Human Resource Management and Material Management (Paper -I)**

**Subject Code: 83378**

**Day and Date: Saturday and 10/06/2023**

**Total Marks: 70**

**Time: 2:30 p.m. to 5:30 p.m.**

**Instructions:**

- 1. Figure to the right indicate full marks**
- 2. Q.No.1 and Q.No.6 are compulsory**
- 3. Attempt any Three questions from Q.No.2 to Q.No.5**

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Q.1. A.Multiple choice Questions (10 questions for 1 marks each) (10)

1. HRM as “planning, organizing, directing, controlling of procurement, development, compensation, integration, maintenance and separation of human resources to the end that individual, organizational and social objectives are achieved.  
A. Flippo  
B. Glueck  
C. NIPM  
D. Rue
2. Human Resource Management functions can be included.....  
A. Managerial Functions  
B. Operative Functions  
C. Advisory Functions  
D. All of the above
3. “.....is a systematic exploration of the activities within a job. It is a basic technical procedure, one that is used to define the duties, responsibilities, and accountabilities of a job.”  
A. Job analysis  
B. Discription  
C. Job Specification  
D. None of the above
- 4.. .....It helps in establishing clear-cut standards which may be compared with the actual contribution of each individual  
A. Performance Appraisal  
B. Health and Safety  
C. Job Re-engineering  
D. Job Re-engineering
5. Process of Job Analysis included.  
A. Determine Job Analysis Information  
B. Collection Information  
C. Selection of Jobs Analysis  
D. All of the above
6. Ranking method requires a committee typically composed of both management and employee representatives of job in a simple rank order, from highest to lowest.  
A. Ranking method  
B. Job Grading  
C. Factor-comparison Method  
D. Health and Safety



7.....is the process of searching for prospective employees and stimulating them to apply for jobs in the organization.”

- A. Recruitment
- B. Selection
- C. Performance Appraisal
- D. Induction

8. The introduction of the new employee to the job is known as induction.

- A. Induction
- B. Ranking method
- C. Performance Appraisal
- D. Selection

9. Placement is a process of assigning a specific job to each of the selected candidates. It involves assigning a specific rank and responsibility to an individual.

- A. Placement
- B. Ranking method
- C. Selection
- D. Recruitment

10. Is the practice overseeing and controlling of the ordering, storage and use of components that a company uses in the production of the items it sells.

- A. Inventory management
- B. Material Management
- C. EOQ
- D. None of the above

B. Give the reasons or short answer question (any two out of three) (10)

1. Explain the Process of Performance Appraisal
2. Explain the Role of computer in material management
3. Explain the Objectives of Materials Management

Q.2. Explain the Performance Appraisal Methods (10)

Q.3. Explain the On-the-Job Training Methods (10)

Q.4. Explain the Factor affecting Wages and Salary Administration (10)

Q.5. Functions of HRM (10)

Q.6. Write Short Notes (Any Four out of Six) (20)

1. Advantages of Performance Appraisal
2. Inventory of Cost
3. Principles of Training Evaluation Programme
4. Time Rate System
5. Piece Rate System

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