

Seat
No.

Total No of Pages: 03



Kamala College, Kolhapur

(Autonomous)

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

Examination Nov. / Dec. -2023

Human Resource Management and Materials Management.

Subject Code: AEC-319

Day and Date: Saturday, 02/12/2023

Total Marks: 80

Time: 08.00 a.m. to 11.00 a.m.

Instructions:

1. Question No1 and Question No8 is compulsory.
2. Attempt any three questions from Que. No 2 to Que. No 7.
3. All Questions carry equal marks.

Q. 1 Multiple choice Questions.

[12]

1) Human resource management emphasis -.

- A. Development of people.
- B. Punishment of people.
- C. Adoption of people.
- D. None of these.

2) Following are the characteristics of HRM except -

- A. Pervasive function.
- B. Interdisciplinary function.
- C. Integrating mechanism.
- D. Job oriented.

3) Planning , organizing and controlling of procurement, development, compensation, integration of human resources to the end that objectives of individual, organisation and society are achieved given by-

- A. Storey.
- B. Flippo.
- C. Vetter.
- D. F.W.Taylor.

4) The process of familiarizing the new employees to the organisation rules and regulations is known as -

- A. Placement.
- B. Induction.
- C. Recruitment
- D. Selection.

- 5) Training process is -
A. Short term.
B. Medium term.
C. Long term.
D. None of these.
- 6) Relative worth of a Job is known by
A. Job design.
B. Job analysis.
C. Job evaluation.
D. Job change.
- 7) ----- arranges the Job in numerical order from highest rank to lowest rank on the basis of duties and responsibilities.-
A. Ranking Method.
B. Grading Method.
C. Point rating Method.
D. Factor comparison Method.
- 8) The First activity of purchasing cycle is -
A. Communicating requirement to the purchase.
B. Source selection and development.
C. Recognizing the need for procurement.
D. Inspection of goods.
- 9) Operative functions of HRM includes -
A. Procurement, development, compensation and Motivation.
B. Maintenance.
C. Integration and emerging trends.
D. All of these.
- 10) Procuring an item in staggering deliveries according to the delivery schedule
Finished to the supplier by the buyer.-
A. Seasonal Buying.
B. Hand to mouth buying.
C. Scheduled Buying.
D. Tender Buying.
- 11) A group of positions that have similar duties, tasks and responsibilities is called.-
A. Job.
B. Business.
C. Career.
D. Entrepreneurship.



12) Which among the followings describe the skills that are available within the company? –

- A. Human Resource inventory.
- B. HRIS.
- C. Skills inventory.
- D. Management inventories.

Q. 2 Define Human Resource Management and explain various functions of Human Resource management. [16]

Q. 3 What is training? Explain various Methods of training. [16]

Q. 4 Write in detail performance appraisal Methods. [16]

Q. 5 Define Material Management. Write in detail objectives of Materials Management. [16]

Q. 6 Define Purchasing management and Explain Purchasing Cycles. [16]

Q. 7 What is Recruitment ? Explain External Sources of Recruitment [16]

Q. 8 Write short notes on. (Any Four out of Six) [20]

1. Objectives of HRM.
2. Inventory of cost.
3. 5R in Purchasing.
4. Types of Transfers.
5. Process of Performance appraisal.
6. Difference between Recruitment and Selection.


