

**B.Sc. LEATHER GOODS AND ACCESSORIES
DESIGN (BSCLGAD)**

Term-End Examination

December, 2013

BFW-062 : MANAGEMENT - III

Time : 3 hours

Maximum Marks : 70

Note : Answer all questions as per the given instructions.

1. Six statements are given below. The Statements may be true or false. Answer by writing **true or false.** **6x2=12**
- (a) Job description tells the qualities demanded from a job holder.
 - (b) Human Resource management is a pervasive function.
 - (c) HRM is managing material and man at work.
 - (d) Recruitment is a negative process which involves short listing of people.
 - (e) Listening of grievance is a part of HRM.
 - (f) TQM is a continuous process of improvement in organisation involving everybody.

2. Fill in the blanks from the given choices : $5 \times 2 = 10$

- (a) _____ is advancement of an employee to a position having higher pay.
- (i) Transfer
 - (ii) Promotion
 - (iii) Demotion
- (b) The Management of human resources is an _____ and _____ exercise.
- (i) One shot and single day
 - (ii) Specified and limited
 - (iii) Ongoing and never ending
- (c) _____ is run by Government for opening in Government jobs.
- (i) Employment Exchange
 - (ii) Placement Agencies
 - (iii) Management consultants
- (d) Job analysis are done upon _____ jobs.
- (i) Past
 - (ii) Stagnant
 - (iii) Ongoing
- (e) Motivate the employees so that they give _____ output through their abilities.
- (i) Maximum
 - (ii) Fair
 - (iii) Minimum

3. Differentiate between **any three** of the following. **3x5=15**
- (a) Job description and Job specification
 - (b) Retirement and Layoff
 - (c) Demotion and Promotion
 - (d) Training and Development
 - (e) Recruitment and Selection
 - (f) Job Description and Job Analysis
4. Explain in brief, (**attempt any three**) **3x5=15**
- (a) Methods of training
 - (i) On-the-Job
 - (ii) Class Room training
 - (b) Resignation
 - (c) Exit Interview
 - (d) Occupational hazards and diseases
 - (e) Retirement
 - (f) Campus Recruitments
5. Explain in detail, **any three** of the following : **3x6=18**
- (a) Functions of Human Resource Management.
 - (b) State causes of Industrial Disputes.
 - (c) Draft a questionnaire for upcoming theme park.
 - (d) Explain 360° method of Performance Appraisal.
 - (e) Internal and External sources of Recruitment.
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