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

Term-End Examination

December, 2011

BFW-062 : MANAGEMENT - III

Time : 3 hours

Maximum Marks : 70

Note : The question paper is divided into three sections. All sections are compulsory.

SECTION - A

1. Six statements are given below. The statement may be *true* or *false*. Answer by writing *true* or *false*. 6x2=12
- (a) Job specification tells what kind of a person is required for a given job.
 - (b) Human Resource Management is not a pervasive function.
 - (c) Human Resource Management is a set of policies, practices and programmes to achieve organisational goals.
 - (d) HRM is managing material and machine at work.
 - (e) HRM notes only includes development of employees but also training, guiding and motivating and develop desirable working relationship.
 - (f) Overlooking of Grievance is a part of HRM.

2. Fill in the blanks :

5x2=10

- (a) The concept of marketing is defined as a set of _____ and _____ to achieve organisational goals.
- (i) Policies and Programmes
 - (ii) Customer and Buyer
 - (iii) Target and Views
- (b) The Management of human resources is an _____ and _____ Exercise.
- (i) One shot and single day
 - (ii) Specific and limited
 - (iii) Ongoing and Never ending
- (c) Human Resource Policies are standing plans that serves to _____ subordinates to execute their work well.
- (i) guide
 - (ii) misguide
 - (iii) confuse
- (d) Job Analysis are done upon _____ jobs.
- (i) Part
 - (ii) Stagnant
 - (iii) Ongoing
- (e) Job specification serves as a guide in the _____ and _____ processes.
- (i) awareness and loyalty
 - (ii) recruitment and selection
 - (iii) motivating and leading

SECTION - B

3. Difference between *any three* : 3x5=15

- (a) Job Description and Job specification
- (b) Job Enrichment and Job Enlargement
- (c) Transfer and Promotion
- (d) Recruitment and Selection
- (e) Boredom and Monotony

4. Explain in brief. Attempt *any three* : 3x5=15

- (a) Methods of training (on - the - job and off - the - job)
- (b) Types of tests
- (c) Exit Interview
- (d) Occupational Hazards and Diseases
- (e) Statutory Provisions Concerning Health
- (f) Causes of Grievances.

SECTION - C

5. Answer *any three* of the following : 3x6=18

- (a) Explain the functions of Human Resource Management.
 - (b) You are a owner of boutique/studio make a job description of requirement of a store manager in your company ?
 - (c) Draft a questionnaire for an upcoming movie theatre.
 - (d) What are the different steps in Selection Procedure ?
 - (e) Describe the Internal and External sources of Recruitment.
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