

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

Term-End Examination

June, 2014

00471

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

- (i) Human Resource Management is concerned with managing _____ at work.
- (a) machines
 - (b) customers
 - (c) people
- (ii) The management of human resource is a/an _____ exercise.
- (a) one shot and single day
 - (b) specific and limited
 - (c) ongoing and never ending
- (iii) Human Resource policies are standing plans that serve to _____ subordinates to execute their work well.
- (a) guide
 - (b) misguide
 - (c) confuse

- (iv) Job Analysis is done on _____ jobs.
 - (a) past
 - (b) stagnant
 - (c) ongoing
- (v) _____ is a negative process as the managers have to choose the most appropriate people for a specified job.
 - (a) Selection
 - (b) Recruitment
 - (c) Motivation

2. Six statements are given below. The statements may be *true* or *false*. Answer by writing *true* or *false* : $6 \times 2 = 12$

- (a) Job description describe the duties and responsibilities of a specified job.
- (b) Human Resource Management is not a pervasive function.
- (c) Human Resource Management manages machinery and material in an organisation.
- (d) 360° system means evaluation by everyone above, alongside and below him.
- (e) Planning is not a function of Human Resource Management.
- (f) Overlooking of grievance is a part of HRM.

SECTION B

3. Explain in brief any *three* of the following : $3 \times 5 = 15$

- (a) Methods of training
 - (i) Classroom
 - (ii) Vestibule
- (b) Types of Politics
- (c) Exit interview
- (d) Job Rotation
- (e) Demotion
- (f) Line and Staff organisation

4. Differentiate between any *three* of the following : $3 \times 5 = 15$

- (a) Job Enrichment and Job Enlargement
- (b) Training and Development
- (c) Recruitment and Selection
- (d) Transfer and Promotion
- (e) Job Description and Job Specification
- (f) Boredom and Monotony

SECTION C

5. Explain in detail any *three* of the following : $3 \times 6 = 18$
- (a) Internal and External sources of Recruitment
 - (b) Functions of HRM
 - (c) You are an owner of an Export House. Give a job description of recruitment of a Merchandiser in your company.
 - (d) What do you understand by 360° Performance Appraisal ?
 - (e) What are different types of Industrial Disputes ?
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