



# UTTARAKHAND OPEN UNIVERSITY HALDWANI (NAINITAL)

## MTTM Third Semester Assignment

Programme Code: MTTM 16

Session: Summer & Winter

Last Date for Submission:

For Summer Session: 31 October 2017

For Winter Session: 30 April 2018

Course Title: Human Resource Management Course Code: MTTM 301

Maximum Marks: 15

### Section – A

Section 'A' contains 08 short answer type questions of 2 marks each. Learners are required to answer 4 questions only. Answers of short answer-type questions must be restricted to 250 words approximately.

Briefly discuss the following:

1. Recruitment
2. Selection
3. Training
4. Job Analysis
5. Job Evaluation
6. Motivation
7. Human Resource Planning
8. Grievance Handling

### Section - B

Section 'B' contains 4 long answer-type questions of 3.5 marks each. Learners are required to answer any 02 questions only.

1. What are the distinct qualities of a good HR Department?
2. Discuss the steps involved in Human Resource Planning (HRP). What are the strategic natures of HRP?
3. What is Training? Also discuss the various methods of Training.
4. What are the various sources of Recruitment? Discuss their relative merits and demerits.