
UTTARAKHAND OPEN UNIVERSITY, HALDWANI (NAINITAL)
उत्तराखण्ड मुक्त विश्वविद्यालय, हल्द्वानी (नैनीताल)

MTM Third Semester Assignment

Programme Code: MTM 12

Session: 2016-17

Last Date of Submission: 15 Dec. 2016

Course Title: Human Resource Management

Code: MTM-301

Year: 2016-17

Maximum Marks: 15

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' 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 Manager?
2. Discuss the steps involved in Human Resource Planning (HRP). What are the strategic natures of HRP?
3. Discuss the various methods of Training.
4. What are the various sources of Recruitment? Discuss their relative merits and demerits.