

SHIVAJI UNIVERSITY, KOLHAPUR  
DATTAJIRAO KADAM ARTS, SCIENCE AND COMMERCE COLLEGE, ICHALKARANJI  
B. C. A (PART II – SEM. III) (NEP) EXAMINATION, MARCH/APRIL 2024  
SUB: HUMAN RESOURCE MANAGEMENT AND MATERIAL MANAGEMENT  
Subject Code: 91174

Day and Date: Tuesday, 23/04/2024  
Time: 10:30 A.M. to 1:30 P.M.

Total Marks: 80

- Instructions:**
1. Figures to the right indicates full marks
  2. Q. No. 1 and Q. No. 8 are compulsory
  3. Attempt any **three** questions from Q. no. 2 to Q. no. 7
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**Q1. Multiple Choice Questions.**

[12]

1. HRP Stands For.....
  - A) Human Resource Planning
  - B) Human Resource Process
  - C) Human Resource Part
  - D) Human Resource Performance
2. A Movement of the employee from one job to another job without change in status, responsibilities and salary is called as.....
  - A) Demotion
  - B) Transfer
  - C) Promotion
  - D) Performance Appraisal
3. Human resource management emphasis-
  - A) Development of people
  - B) Punishment of people
  - C) Adoption of people
  - D) None of these
4. Operative functions of HRM includes-
  - A) Procurement, development, compensation & motivation
  - B) Maintenance
  - C) Integration and emerging
  - D) All of these
5. Following are the characteristics of HRM except
  - A) Pervasive function
  - B) Interdisciplinary function
  - C) Integrating mechanism
  - D) Job oriented
6. Planning, Organizing and Controlling of procurement, development, compensation, integration of human resources to the end that objectives of individual, organization and society are achieved given by-
  - A) Storey
  - B) Flipp
  - C) Vetter
  - D) F.W. Taylor
7. The process of familiarizing the new employees to the organization rules and regulations is known as
  - A) Placement
  - B) Induction
  - C) Recruitment
  - D) Selection

8. Training process is –

- A) Short term
- B) Medium term
- C) Long term
- D) None of these

9. Relative worth of a job is known by –

- A) Job design
- B) Job analysis
- C) Job evaluation
- D) Job change

10..... Arranges the job in numerical order from highest rank to lowest rank on the basis of duties and responsibilities.

- A) Ranking method
- B) Grading method
- c) Point rating method
- D) Factor comparison method

11. Procuring an item in staggering deliveries according to the delivery schedule finished to the supplier by the buyer.

- A) Seasonal Buying
- B) Hand to mouth buying
- C) Schedule Buying
- D) Tender Buying

12. The first activity of Purchasing cycle is \_\_\_\_\_

- A) Communicating requirement to the purchase
- B) Source selection and development
- C) Recognizing the need for procurement
- D) Inspection of goods

Q.2. Define Human Resource Management. Explain functions of Human Resource Management.

[16]

Q.3. Explain Activities HRM in Detail.

[16]

Q.4. What is mean by Inventory management? Explain types of inventory Management.

[16]

Q.5. Define Material Management. Explain functions of Material Management.

[16]

Q.6 What is selection? Explain the selection procedure in detail.

[16]

Q.7 What is recruitment? Explain the recruitment policy.

[16]

**Q.8. Write notes on (Any Four)**

**[20]**

- A) Demotion and Transfer Policy
- B) Training and development
- C) Wage and Salary Administration
- D) Promotion policy
- E) 5 'R' in purchasing
- F) Objectives of performance appraisal