

**MBA (D) 2<sup>nd</sup> Semester Examination, June 2019(DDE)**

**[Session: July 2016-June 2018, July 2017-June 2019]**

**Subject- Human Resource Management and Skill Development**

**Paper-MBD-202**

**Time-3 Hours**

**Full Marks: 80**

*The figures in the margin indicate full marks.*

*Candidates are required to give their answers in their own words*

*as far as practicable*

**Group-A**

**Answer any six questions**

**5x6=30**

1. Distinguish between traditional HRM and Strategic HRM.
2. Discuss the objectives and importance of human resource planning.
3. Discuss the difference between direct and indirect methods in recruitment.
4. Describe the concept and importance of Executive Development.
5. What do you understand by effective communication.
6. State and explain any two barriers to business communication.
7. Distinguish between verbal and non verbal communication.
8. Provide the outline of an 'Inter-Office Memorandum (Memo)' of XYZ organization.

**Group-B**

**Answer any five questions**

**10x5=50**

9. Discuss some important 'off the job' training methods.
10. Describe the process of human resource audit.
11. Summarize the various approaches to industrial relations.
12. Discuss the gateways to business communication.

13. State and discuss different types of listening.
14. Develop the outline of a factory visit report to an automotive (car) manufacturing plant.
15. Discuss any four types of non verbal communication.

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