Instructions:

1. Answer to each new question to be started on a fresh page.
2. Figures in bracket indicate full marks.

Q.1) Attempt any 2 out of 4  
(Marks: 2X5=10)
   a) What are the primary functions of HRD.
   b) What are the various levels of HRP.
   c) Write down the advantages and disadvantages of Personality Tests.
   d) What is the role of HR Audit in business improvements?

Q.2) Write Short Notes on any 2 out of 5  
(Marks: 2X5=10)
   a) Workplace Diversity.
   b) Critical Incidents.
   c) Environmental Scanning.
   d) Assessment Centers.
   e) Potential Appraisal.

Q.3) Attempt any 3 out of 5  
(Marks: 3X10=30)
   a) Explain the various steps of the process of Job Analysis.
   b) Prepare a Job Description outline of Executive Housekeeper.
   c) What are the different factors affects the recruitment process?
   d) Explain the importance and challenges of performance appraisal.
   e) What are the Training Methods for Management Development?

Q.4) Attempt both the questions  
(Marks: 2X10=20)
   a) Explain the various HR Function in the organization.
   b) Discuss the advantages and disadvantages of succession planning.