

TILAK MAHARASHTRA VIDYAPEETH, PUNE
P. G. DIPLOMA IN HOSPITALITY AND TOURISM (781)
EXAMINATION: MAY- 2026
SECOND SEMESTER

C/CB
30:20

Subject : Human Resource Management (FB - 781205)

Date: 22/05/2026

Total Marks: 30

Time: 10.00 am to 11.30 am

Instructions: 1) Each question carries equal marks.
2) Attempt any 03 questions

Q. 1 Answer the following: (10)

1. Define Human Resource Management
2. List any four functions of HR Manager
3. What is Job Description?
4. Define Training
5. What is Labour Turnover?

Q. 2 a. Explain the external sources of recruitment in brief (05)

b. Write a note on Wage and Salary Administration. (05)

Q. 3 Choose the correct option and justify the same in one line. (10)

1. HRM mainly deals with
 - a) Machines
 - b) Money
 - c) People in organizations
 - d) Raw materials
2. Job Analysis is the process of
 - a) Selecting employees
 - b) Studying job duties and requirements
 - c) Paying salaries
 - d) Training employees
3. Internal recruitment sources include
 - a) Promotion
 - b) Transfer
 - c) Employee referral
 - d) All of the above

4. Training helps employees to
 - a) Improve skills
 - b) Increase knowledge
 - c) Improve performance
 - d) All of the above
5. Fringe benefits include
 - a) Insurance
 - b) Medical benefits
 - c) Housing allowance
 - d) All of the above

- Q. 4** a. Explain the concept of Labour Turnover. **(05)**
b. Describe the various methods of employee training. **(05)**
- Q. 5** a. State the scope of HRM. **(05)**
b. What is Human Resource Planning? **(05)**
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