

**MASTER OF BUSINESS ADMINISTRATION
FIRST SEMESTER
HUMAN RESOURCE MANAGEMENT
MBA – 103**

**SET
A**

[USE OMR SHEET FOR OBJECTIVE PART]

Duration: 3 hrs.

Full Marks: 70

Time: 30 mins.

(Objective)

Marks: 20

Choose the correct answer from the following:

1 × 20 = 20

1. 'Unity of Command' means.....
 - a. Each employee should receive orders from one boss only.
 - b. All employees should receive orders from all bosses.
 - c. All employees should receive orders from one boss only.
 - d. None of the Above

2. Which of the following is correct with 'Recruitment'?
 - a. It is a selection process
 - b. It is not a part of manpower planning.
 - c. It is an encouragement process to potential candidates.
 - d. All of the above

3. Which of the following is not an operative function of HRM?
 - a. Procurement
 - b. Planning
 - c. Training and development
 - d. Labour welfare

4. Elton Mayo has highlighted which of the following fact through Human Relation Approach of management?
 - a. Science should be the basis of all decision.
 - b. There should be teamwork.
 - c. There should be discipline and order.
 - d. There should be scope to build up informal relation for performance enhancement.

5. An organizational chart is a pictorial representation of.....
 - a. The physical building of the organization.
 - b. The informal structure of the organization.
 - c. The flow of responsibility and authority in an organization.
 - d. All employees working in an organization.

6. In a matrix organization, an employee typically reports to.....
 - a. Only the project manager.
 - b. Only the functional manager.
 - c. Two or more managers, such as a functional manager and a project manager.
 - d. The CEO or a single department head.

7. Which of the following details is not mentioned in a job specification?
 - a. Designation
 - b. Qualification
 - c. Skills
 - d. Additional knowledge and skill
8. Which of the following is a by- product of Job Analysis?
 - a. Job Evaluation
 - b. Job description
 - c. Performance appraisal
 - d. None of the above
9. The concept which talks about finding out the relative worth of a job is known as.....
 - a. Job analysis
 - b. Job evaluation
 - c. Job description
 - d. Job Specification
10. The Process of arranging and rearranging a job to bring interest and simple to the job itself is known as.....
 - a. Human resource planning
 - b. Job analysis
 - c. Job Design
 - d. Job evaluation
11. 'Mid-Career' stage of career planning belongs to which age group?
 - a. 25-35 age group
 - b. 35-50 age group
 - c. 50-65 age group
 - d. None of the above
12. Which of the following is a potential benefit of career management for an organization?
 - a. Reduced employee turnover
 - b. Increased competition among employees
 - c. Decreased need for training
 - d. Higher salary demands.
13. What is the primary purpose of succession planning?
 - a. To dismiss employees to make room for more talented ones.
 - b. To identify key positions and ensure a ready talent pool to fill them in the future.
 - c. To create a seating arrangement for top management meetings.
 - d. To hire external consultants for short-term projects.
14. In which of the following methods of performance appraisal, all levels of employees get involved?
 - a. Point rating
 - b. Critical incident
 - c. MBO
 - d. All of the above
15. Which of the following party does not come directly in the picture of industrial relation?
 - a. Employee
 - b. Employer
 - c. Government
 - d. None of the above.
16. Which of the following is correct with 'Factor Comparison Method' of Job Evaluation?
 - a. Here, job is ranked factor wise.
 - b. Here, the entire job is ranked at a time.
 - c. Neither a nor b is correct.
 - d. Both a and b are correct.

17. Which of the following is the highest level of wage?
- a. Minimum wage
 - b. Fair Wage
 - c. Living wage
 - d. None of the above.
18. In Wage board, which of the following is not to be a representative?
- a. Employee
 - b. Employer
 - c. Government
 - d. World Bank
19. Which of the following is not an influencing factor of wage and salary administration?
- a. Inflation
 - b. Cost of living
 - c. Geographical location
 - d. Cost of land
20. What is the primary function of an HRIS?
- a. To manage marketing campaigns
 - b. To conduct market research
 - c. To handle accounting and finance functions
 - d. To automate and manage core HR processes, such as payroll, benefits, and employee data

(Descriptive)

Time : 2 Hr. 30 Mins.

Marks : 50

[Answer question no.1 & any four (4) from the rest]

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| 1. Discuss the various methods of Performance Appraisal in management. | 10 |
| 2. Briefly discuss the changing roles of HRM. Discuss shortly about Job Analysis. | 5+5=10 |
| 3. Explain the various techniques of Job design. Explain the various stages of career planning. | 6+4=10 |
| 4. Briefly discuss the various influencing factors of wage and salary administration. Explain any two on-the-job training methods. | 6+4=10 |
| 5. What do mean by Fringe benefit? Discuss any four theories of Wage. | 2+8=10 |
| 6. What do you mean by Industrial Relations? Briefly explain any four methods of Job evaluation. | 2+8=10 |
| 7. Highlight the importance of Succession planning. Discuss the various types of Organisational Design. | 3+7=10 |
| 8. Write short notes on: <i>(any two)</i> | 5×2=10 |
| a) Green HRM | |
| b) Employee engagement. | |
| c) Workforce diversity | |
| d) HRIS | |

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