REV-01
BBLB/01/05

2024/11

SET A

BBA LLB
FIRST SEMESTER
HUMAN RESOURCE MANAGEMENT- I
BBLB – 102 [REPEAT]

[USE OMR FOR OBJECTIVE PART]

Duration: 3 hrs. **Full Marks: 70**

Objective

Time: 30 min. **Marks: 20**

Choose the correct answer from the following: ***1×20=20***

1. What is the primary objective of Human Resource Management (HRM)?
   a. To manage the finances of the organization
   b. To recruit, develop, and retain employees to achieve organizational goals
   c. To create marketing strategies
   d. To manage product development

2. Which of the following is NOT a function of Human Resource Management?
   a. Recruitment and selection
   b. Employee training and development
   c. Product pricing strategy
   d. Performance management

3. Which of the following is a key responsibility of a Personnel Manager?
   a. Setting product prices
   b. Managing employee welfare and benefits
   c. Managing company finances
   d. Developing marketing campaigns

4. Which of the following best describes recruitment in HRM?
   a. A process of hiring based solely on the cost of hiring
   b. A process of identifying, attracting, and selecting suitable candidates for a job.
   c. A process of determining the employee's salary
   d. A process of evaluating company performance

5. What is the purpose of employee training in HRM?
   a. To help employees become familiar with company products
   b. To help employees develop skills that align with their job and the organization's goals
   c. To monitor employee attendance
   d. To evaluate company financial performance

6. What is one of the purposes of conducting job analysis?
   a. Organizing external stakeholder meetings
   b. Managing financial transactions
   c. Developing marketing strategies
   d. Supporting recruitment, selection, and training

7. Which of the following is job analysis primarily used for?
   a. Workforce motivation programs
   b. Developing job descriptions and job specifications
   c. Advertising strategies
   d. Company branding

8. What is the main focus of a job specification?
   a. The personal and professional qualifications required for the job
   b. Setting performance standards
   c. Defining the work environment
   d. Creating organizational charts

9. What is the initial step in the manpower planning process?
   a. Training employees
   b. Forecasting future manpower needs
   c. Evaluating employee performance
   d. Setting employee salaries

10. Why is it important to evaluate the current workforce in manpower planning?
   a. To increase company profits
   b. To understand existing skills and gaps
   c. To create marketing strategies
   d. To organize team meetings

11. What is a major outcome of manpower planning?
   a. Improved communication systems
   b. Effective utilization of human resources
   c. Better product designs
   d. Increased employee complaints

12. What is the primary objective of job design?
   a. To reduce employee responsibilities
   b. To structure work in a way that increases job satisfaction and performance
   c. To focus on employee's salary
   d. To decrease job variety

13. In job design, what does the term 'job content' mean?
   a. The tasks and responsibilities assigned to the worker
   b. The physical environment of the job
   c. The qualifications required for the job
   d. The rewards and benefits of the job

14. Which job design principle entails giving workers control over how they do their tasks?
   a. Task Identity
   b. Task Significance
   c. Autonomy
   d. Feedback

15. How is job enlargement defined?
   a. Adding more tasks at the same skill level
   b. Moving employees between different roles
   c. Giving employees more control over their job
   d. Reducing job responsibilities

16. What does HRIS stand for in personnel management?
    a. Human Resources Internet Solutions
    b. Human Resource Information System
    c. High-Resolution Information Systems
    d. Human Resource Integrated Software

17. Which trend emphasizes recruiting talented workers worldwide due to globalization?
    a. International assignments
    b. Global talent acquisition and management
    c. Technological integration
    d. Cultural diversity

18. Which technological advancement in HRM automates tasks like payroll and recruitment?
    a. Cloud computing
    b. AI and automation
    c. Mobile applications
    d. Employee self-service

19. What is the main aim of the recruitment process?
    a. To fill job vacancies as quickly as possible
    b. To attract a pool of qualified candidates
    c. To hire as many candidates as possible
    d. To hire candidates at the lowest possible salary

20. Which of the following is an example of a recruitment strategy?
    a. Developing a payroll system
    b. Using job boards and online platforms
    c. Holding an annual general meeting
    d. Offering employee bonuses

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Descriptive

Time : 2 hrs. 30 min. **Marks : 50**

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

1. Define Human Resource Management. Discuss the key functions of Personnel Management in an organization. **3+7=10**

2. What is Personnel Management?Describe the role of a personnel Manager in an organization. **3+7=10**

3. What is Job Analysis? Describe the key steps involved in conducting ajob analysis. **3+7=10**

4. How has globalization affected Human Resource Management? Discuss its impact on recruitment, training, and employee management. **5+5=10**

5. Define Manpower Planning. State the objectives of Manpower Planning. **3+7=10**

6. Explain various job design methods such as job enlargement, job enrichment, job rotation, and job simplification. **10**

7. What is recruitment, and why is it important for organizations? **10**

8. What are the main selection methods used by organizations, and how do they ensure fairness in the process? **10**

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