BACHELOR OF BUSINESS ADMINISTRATION Third Semester HUMAN RESOURCE MANAGEMENT

(BBA-11)

Duration: 3Hrs.

Full Marks: 70

(PART-B: Descriptive)

Duration: 2 hrs. 40 mins.

Marks: 50

1. Write short notes on the following- (any five)

2×5=10

- a) Societal Objectives of an organization.
- b) Write on Mention recent trends in Recruitment.
- c) Write three objectives of Training.
- d) Mention pre-requisites of a good Recruitment Policy.
- e) Objectives of HRM- explain shortly.
- f) Define Performance Appraisal.
- g) Define Selection.

2. Answer the following questions (any five)

3×5=15

- a) Explain three different methods of Recruitment.
 - b) Write the need and importance of Training.
 - c) Mention the essentials of a Selection Procedure.
- a) Draw and explain "HRM as a central sub-system in an organization".
 - e) Explain the Principles of Personnel Policies.
 - f) Explain shortly the Performance Appraisal Process.
- g) Write Scope of Human Resource Management.

3. Answer the following questions (any five)

5×5=25

- a) Explain the nature of HRM.
- b) Write the elements of a good Recruitment Policy.
- c) Explain the steps of the Selection Process.
- d) Explain the composition of HR department with the help of the drawing.
- e) Write the situational factors affecting Recruitment".
- f) Describe different types of Off-the –job training.
- g) Name different types of Traditional methods of Performance Appraisal.
- h) Write the differences between HRM and PM.

Duration: 20 minutes

Marks - 20

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(The figures in the margin indicate full marks for the questions)

PART A- Objective Type

(Figure	in the margin indicates Full marks of the question)	
Attempt all multiple choice quest	tions-	1×20=20
	satisfaction" is a objective of organization. b) Functional objective d) Personnel objective	
Which function does not comea) HR Planningc) Compensation	under HR Manager in composition of HR Departm b) Recruitment & Selection d) Canteen Facilities	eent.
	al Environment of the organization? b) Social Factor d) Employees	
4 is concerned with a) Recruitment c) Training	developing suitable technique for attracting more a b) Selection d) Development	and more candidates.
5. Which is not a type of Recruitm a) Planned c) Unexpected	b) Anticipated d) Organized	
6 is not a kind of a present Employees c) Former Employee	of Internal source of Recruitment. b) Employee Referrals d) Advertisement	
[‡] 7. Which is not a method of Recrua) Direct Method c) Indirect Method	b) Second Party Method d) Third Party Method	
8 is the process of ch a) Recruitment c) Performance Appraisal	oosing candidates for employment. b) Selection d) Training	

9. Which is the first step of "Selection Process"?a) Receptionc) Selection Tests	b) Preliminary Interview d) Checking References
10. Which is not an On-the-job Training?a) Coachingc) Mentoring	b) Position Rotation d) Vestibule Training
11. "To improve efficiency" is an objective comea) Work-related Objectivec) Communication	b) Career- Development Objective d) Organizational Objective
12. "Merit Rating" is another name ofa) Trainingc) Performance Appraisal	b) Selection d) None of above
13. "Assessment Centre" is a method of appraisinga) Modern Methodc) Both of them	b) Traditional Method d) None above
14. In system, employees are givea) Paired Comparisonc) Straight Ranking	en grades according to the judgement of the rater. b) Grading d) Check-list
 15. The composition of HR department depends i. Size of the organization ii. Scale iii. Attitude of the management iv. External iii. Attitude of the management iv. External iii. Scale iii. Attitude of the management iv. External iii. Scale iii. a) i, ii & iii. b) ii, iii & iv. c) i, iii. 	e of operation ernal environment
16. Intraining, a training centre is it.	set up and actual job conditions are duplicated or simulated in
	b) Vestibule Training d) Internship Training.
17training is an 'Earn while you a) Class room Training c) Apprenticeships Training	b) Vestibule Training d) Internship Training.
18. Which is not a recent trend in Recruitment?a) Outsourcingc) E- Recruitment	b) Raiding d) Third party method.
a) Recruitment Policy c) Recruitment Objective	b) Recruitment plans d) Recruitment strategy
	"Operative Function" of Personnel Management. ompensation ontrolling
a) i, ii, iii ,iv & v.b) ii, iii, iv, vc) i, ii, iii, iv & vid) i, iii, iv, v	