REV-00 BBA/20/26

BACHELOR OF BUSINESS ADMINISTRATION Third Semester HUMAN RESOURCE MANAGEMENT (BBA - 301)

Duration: 20 minutes

(PART A - Objective Type)

I. Choose the correct answer:

1.	Which is not a factor of External	Environment of the organization?
	a. Technological Factor	b. Social Factor
	c. Unions	d. Employees

- 2. Which function is not an operative function of an organization?
 a. Procurement
 b. Co-ordinating
 c. Development
 d. Compensation
- 3. Which is not a recent trend in Recruitment?
 a. Outsourcing
 b. Raiding
 c. E- Recruitment
 d. Third party method
- 4. What is another name of 'Merit Rating'?a. Trainingb. Selectionc. Performance Appraisald. None of above
- 5. Which is that training where 'Earn while you learn' scheme is possible?
 a. Class room Training
 b. Vestibule Training
 c. Apprenticeship Training
 d. Internship Training

II. Fill in the blanks:

1.is a process of choosing candidates for employment in an organization.a. Human Recourse Managementb. Personnel Managementc. Selectiond. Recruitment

2.		is not a kind of '	Internal source of Recruitment'.
	a. Present Employees		b. Employee Referrals
	c. Former Employee		d. Advertisement

- 3. _____ provides a framework for the implementation of the recruitment programme.
 - a. Recruitment Policy
 - c. Recruitment Objective
- b. Recruitment plans
- d. Recruitment strategy

2016/12

 $1 \times 5 = 5$

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Marks - 20

- 4. In _______ training, there are some step by step learning process where allowing the trainee to respond.
 - a. Class room Training b. Programmed learning
 - c. Apprenticeships Training d. Internship Training.
- - a. Modern Method c. Both of them d. None above

III. State true or false:

1×5=5

 $1 \times 5 = 5$

1. 'Class room training' is a traditional way of education come under Off-the –job Training.

True/ False

2. 'Various agencies' that can be used to recruit personnel, is known as Third party method of recruitment.

True/ False

3. 'Type of workforce' is a factor that influences Personnel Policy of an organization.

True/ False

4. 'Globalization' is not a challenge to Personnel Management.

True/ False

5. 'Employee Referrals' is an example of External source of recruitment.

True/ False

IV. Match the following:

Sec-A

- 1. Societal Objectives
- 2. Organizational Objectives
- 3. Personnel objectives

4. Line Function

5. Staff Function

Sec-B

a. Manager who is authorized to direct the work of sub-ordinates & responsible to achieve organizational goals.

- b. To increase employees job satisfaction to the fullest extent.
- c. Manager who assists and advices the line managers.
- d. To ensure compliance with legal & ethical standards.
- e. HR department must recognise its role in bringing about Organizational effectiveness.