

BBA LLB
FIRST SEMESTER
HUMAN RESOURCE MANAGEMENT - I
BBLB – 102
(USE OMR FOR OBJECTIVE PART)

SET
A

Duration: 3 hrs.

Full Marks: 70

Time: 30 min.

(Objective)

Marks: 20

Choose the correct answer from the following:

1 × 20 = 20

1. HRM aims to maximize employee's as well as organization's
 - a. Effectiveness
 - b. Economy
 - c. Efficiency
 - d. Performance
2. The difference between HRM and Personnel Management is:
 - a. Insignificant
 - b. Marginal
 - c. Narrow
 - d. Wide
3. HRM function does not involve:
 - a. Recruitment
 - b. Selection
 - c. Cost control
 - d. Training
4. Which one is the first step in any human resource program?
 - a. Selection
 - b. Planning
 - c. Training
 - d. Appraising
5. The _____ approach is based on the belief that employees have certain inalienable rights as human beings and it is the duty of the employer to protect these rights.
 - a. Paternalistic
 - b. Behavioral
 - c. Humanitarian
 - d. None of the above
6. How often HR planning process is implemented within an organization?
 - a. Continuously
 - b. Annually
 - c. Bi- annually
 - d. Quarterly
7. Job analysis process is:
 - a. Mostly informal
 - b. Specialized
 - c. Highly formal
 - d. Mostly technical
8. Reasonable balance between demand and supply of labour is necessary in :
 - a. Manpower planning
 - b. Job description
 - c. Recruitment
 - d. Job analysis
9. _____ is the application form to be filled by the candidate when he goes for recruitment process in the organization.
 - a. Job application
 - b. Formal application
 - c. Application blank
 - d. None of the above

10. _____ is a selection test which judges the emotional ability which will help to judge process in the organization.
- | | |
|------------------------|----------------------|
| a. Personality test | b. Intelligence test |
| c. Mental ability test | d. None of the above |
11. That which adds more of the same type of duties requiring same skills is:
- | | |
|--------------------|--------------------|
| a. Job progression | b. Job enrichment |
| c. Job enlargement | d. Job relatedness |
12. Which of the following is a stated outcome of 'Job analysis'?
- | | |
|--------------------|----------------------|
| a. Job description | b. Job specification |
| c. Job evaluation | d. All the above |
13. Which of the following is not involved in manpower planning?
- | | |
|-----------------------------|------------------------|
| a. Analysis of requirements | b. Intuitive judgement |
| c. Forecast | d. Course of action |
14. A written summary of content and context of job is called _____.
- | | |
|--------------------|----------------------|
| a. Resume | b. Job specification |
| c. Job description | d. Job posting |
15. Promotion is a _____ source of recruitment.
- | | |
|-------------|----------------------|
| a. External | b. Internal |
| c. Macro | d. None of the above |
16. To be ethical and social towards needs of society is the _____ objective of HRM.
- | | |
|------------------|---------------|
| a. Corporate | b. Profitable |
| c. Non essential | d. Societal |
17. Directing, being one of the prominent functions of HRM that falls under:
- | | |
|-------------------------|--------------------------|
| a. Operative functions | b. Technical functions |
| c. Managerial functions | d. Behavioural functions |
18. Job specification include:
- | | |
|----------------------------------|-----------------------------|
| a. Personal characteristics | b. Physical characteristics |
| c. Psychological characteristics | d. All the above |
19. Selection includes :
- | | |
|--|---------------------------|
| a. Framing and developing application blanks | b. Checking of references |
| c. Formulating interview technique | d. All of these |
20. Process of manpower planning consists:
- | | |
|----------------|-------------------------------|
| a. Forecasting | b. Development implementation |
| c. Controlling | d. All of these |

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(Descriptive)

Time : 2 hrs. 30 min.

Marks : 50

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

1. Discuss the functions of personnel management. 10
2. Explain the qualities of personnel manager and the challenges faced by the personnel manager. 5+5=10
3. Distinguish between Personnel and Human Resource Management. 10
4. Define job analysis and differentiate between job description, job specification and job design. 4+6=10
5. Explain the factors affecting manpower planning. 10
6. Define recruitment and explain the sources of recruitment. 2+8=10
7. Discuss the steps in selection process. 10
8. Illustrate the role of technology and globalization in Human Resource Management. 5+5=10

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