

**BACHELOR OF BUSINESS ADMINISTRATION
SECOND SEMESTER [SPECIAL REPEAT]
HUMAN RESOURCE MANAGEMENT
BBA – 201**

**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. Which of these is the purpose of recruitment?
 - a. Make sure that there is a match between cost and benefit
 - b. Help increase the success rate of the selection process by reducing the number of visibly under qualified or overqualified job applicants.
 - c. Help the firm to create a more culturally diverse workforce.
 - d. None of the above
2. _____ refers to the process of identifying and attracting job seekers so as to build a pool of qualified job applicants.
 - a. Selection
 - b. Training
 - c. Recruitments
 - d. Induction
3. Rearrange the following steps of recruitment.
 - I. Searching
 - II. Evaluation and Control
 - III. Planning
 - IV. Screening
 - V. Strategy Development
 - a. III, II, I, V, IV
 - b. III, V, I, IV, II
 - c. IV, V, III, I, II
 - d. II, I, IV, V, III
4. _____ is an objective assessment of an individual's performance against well-defined benchmarks.
 - a. Performance Appraisal
 - b. HR Planning
 - c. Information for goal identification
 - d. None of the above
5. The following is not a function of Personnel management
 - a. Training and development of manpower
 - b. Recruitment and selection of manpower
 - c. Wages and salary administration
 - d. Production, Planning and control
6. Personnel management is also called as
 - a. Personnel Administration
 - b. Manpower management
 - c. Both (A) and (B)
 - d. None of the above

7. Which of the following is (are) true?
- | | |
|---|---|
| a. Principles of general management are applicable to personnel management | b. Personnel management considers that labour is a lifeful item |
| c. Personnel management deals with the relations of personnel toward management | d. All of the above |
8. To be ethical and social towards the needs of society is _____ objective of HRM.
- | | |
|------------------|---------------|
| a. Corporate | b. profitable |
| c. Non-essential | d. societal |
9. How does training and development offer a competitive advantage to an organisation?
- | | |
|--|--|
| a. Removing performance decencies | b. Deficiency is caused by a lack of ability |
| c. Individuals have the aptitude and motivation to learn | d. None of the above |
10. _____ method of training is connected to real-life problems.
- | | |
|---------------------|-------------------------|
| a. Conferences | b. Case study |
| c. Management games | d. Sensitivity training |
11. Human resource management emphasis On-----
- | | |
|--------------------------|--------------------------|
| a. Development of people | b. Punishment of people. |
| c. Adoption of people. | d. None of these |
12. Human resource management is amalgam of
- | | |
|--|--|
| a. Job analysis, recruitment and selection | b. Social behavior and business ethics |
| c. Organisational behavior, personal managementand industrial relation | d. Employer and employees |
13. Operative functions of HRM include
- | | |
|--|-----------------|
| a. Procurement, development, compensation & motivation | b. Maintenance |
| c. Integration and emerging trends | d. All of these |
14. Basic managerial functions of HRM area.
- | | |
|--|---|
| a. Planning, organising, staffing | b. Planning, organising and co-ordinating |
| c. Planning, organising, directing and controlling | d. None of these |
15. Human resource management means
- | | |
|--|--|
| a. A method which an organisation collects, maintains and reports information on people and jobs | b. The process of integrating the employees' needs and aspirations with organizational needs |
| c. The process of bringing people and organisation together so that the goals of each are achieved | d. The efforts to make life worth living for workers |

16. Training process is
- a. Short term
 - b. Medium term
 - c. Long term
 - d. None of these
17. On the job training includes
- a. Coaching
 - b. Conference
 - c. Understudy
 - d. All of these
18. _____ is the process of imparting or increasing the knowledge or skill of an employee to do a particular job.
- a. Training
 - b. Development
 - c. Motivation
 - d. Leadership
19. Management development is-----
- a. Short-term in nature
 - b. Focuses on employees' current job
 - c. Is an informal activity
 - d. Aims at the overall development of a manager
20. The combination of peer, superior, subordinate, and self-review appraisal is known as
- a. 360° appraisal
 - b. Human resource accounting system
 - c. All-round review
 - d. Feed forward

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(Descriptive)

Time : 2 Hr. 30 Mins.

Marks : 50

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

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| 1. Explain the system Approach to HRM with examples. Mention the importance of HRM. | 5+5=10 |
| 2. Explain the Managerial & Operative Functions of Personnel Management in detail. | 5+5=10 |
| 3. What do you mean by Training? Explain the various types of On-the-Job Training. Describe the General Principles of Training in brief. | 1+4+5=10 |
| 4. Describe the concept of HRM Environment. Mention the various factors affecting HRM Environment with suitable examples. | 3+7=10 |
| 5. Define the term Human Resource Management. Elaborate on the scope of HRM in today's competitive world. | 5+5=10 |
| 6. Describe the various Challenges to Personnel Management. What are the factors that can affect the Personnel Policy-Explain? | 5+5=10 |
| 7. Briefly describe the Performance Appraisal Process. Mention the Essentials of an Effective Appraisal System. | 5+5=10 |
| 8. Explain the Process of Recruitment. Mention the various sources of Recruitment. | 5+5=10 |

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