

REV-01  
BBA/04/10

2023/06

**BACHELOR OF BUSINESS ADMINISTRATION  
SECOND SEMESTER [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 life ful 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 management and 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 organization 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 Managerial & Operative Functions of Personnel Management in detail.   | 5+5=10   |
| 2. Explain the system Approach to HRM with examples. Mention the importance of HRM.  | 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. Define the term Human Resource Management. Elaborate on the scope of HRM in today's competitive world.                                | 5+5=10   |
| 5. Briefly describe the Performance Appraisal Process. Mention the Essentials of an Effective Appraisal System.                          | 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. Explain the Process of Recruitment. Mention the various sources of Recruitment.   | 5+5=10   |
| 8. Describe the concept of HRM Environment. Mention the various factors affecting HRM Environment with suitable examples.                | 3+7=10   |

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