

**BBA LLB  
SECOND SEMESTER  
HUMAN RESOURCE MANAGEMENT II  
BBLB - 202**  
(USE OMR FOR OBJECTIVE PART)



Duration: 3 hrs.

Full Marks: 70

Time: 30 min.

( Objective )

Marks: 20

*Choose the correct answer from the following:*

**1 × 20 = 20**

1. \_\_\_\_\_ is a systematic and planned introduction of employees to their jobs, their co-worker and the organization.
  - a. Job evaluation
  - b. Orientation
  - c. Placement
  - d. None of the above
2. In which country and year was orientation first developed?
  - a. US in 1970
  - b. UK in 1970
  - c. India in 1970
  - d. None of the above
3. What is meant by dry promotion?
  - a. When responsibilities are increased but not the status.
  - b. Both responsibilities and status are increased.
  - c. Responsibilities and status are increased but not the benefits.
  - d. Promotion is granted but subject to certain conditions.
4. Shifting of an employee from one job to another, one department to another is called \_\_\_\_\_.
  - a. Transfer
  - b. Promotion
  - c. Placement
  - d. Retirement
5. \_\_\_\_\_ refers to the learning opportunities designed to help employees grow.
  - a. Training
  - b. Development
  - c. Education
  - d. All the above
6. Which of these is an off-the-job training method?
  - a. Television
  - b. Job rotation
  - c. Coaching
  - d. None of the above
7. In which of these types of simulation exercises are trainees divided into different teams and asked to play roles of competing firms in a simulated market?
  - a. Interview method
  - b. Business games
  - c. Basket method
  - d. Incidental method
8. Which of these areas of training equips an employee to deal successfully with the problems he/she is facing?
  - a. Human relations training
  - b. Problem solving training
  - c. Skill based training
  - d. Management training

9. The \_\_\_\_ provides the essential information on which each job is evaluated.
  - a. Job ranking
  - b. Job enrichment
  - c. Job description
  - d. Job enlargement
10. Job evaluation is carried on by \_\_\_\_\_.
  - a. Groups
  - b. Individuals
  - c. Both A and B
  - d. None of the above
11. The ranking method is best suited for \_\_\_\_\_.
  - a. Complex organizations
  - b. Large organizations
  - c. Small organizations
  - d. None of the above
12. Job evaluation tries to make a systematic comparison between \_\_\_\_\_.
  - a. Workers
  - b. Jobs
  - c. Machines
  - d. Departments
13. \_\_\_\_ 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
14. What is linked with performance appraisal?
  - a. Job design
  - b. Development
  - c. Job analysis
  - d. None of the above
15. Successful defenders use performance appraisal for identifying \_\_\_\_\_.
  - a. Staffing needs
  - b. Job behaviour
  - c. Training needs
  - d. None of the above
16. \_\_\_\_ is not a step of performance appraisal.
  - a. Communicating standards
  - b. Comparing actual with standards
  - c. Discussing the results
  - d. Adjusting the standards
17. Role playing executive development method is often used to:
  - a. Organize materials
  - b. Change results
  - c. Change attitudes
  - d. Model behaviour
18. \_\_\_\_ refers to the ability to work effectively with others on a person to person basis.
  - a. Human skills
  - b. Conceptual skills
  - c. Technical skills
  - d. All the above
19. Management development is primarily concerned with improving the performance of managers by giving them stimulating opportunities for \_\_\_\_\_.
  - a. Growth
  - b. Development
  - c. Growth and development
  - d. Training
20. Following skills are essentially in top executive position.
  - a. Technical
  - b. Conceptual
  - c. Human
  - d. All of the above

-- -- --

**(Descriptive)**

Time : 2 hrs. 30 min.

Marks : 50

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

- |   |              |
|---|--------------|
| 1. a. Define induction. Explain three objectives of induction.                          | 2+3+5<br>=10 |
| b. Discuss five significance of placement.  |              |
| 2. a. Explain five policies of transfer.  | 5+5=10       |
| b. Mention the merits and demerits of promotion.  |              |
| 3. a. Differentiate between On-the-job and Off-the-job training.                        | 5+5=10       |
| b. Discuss the training methods used in on-the-job and off-the-job training (one each). |              |
| 4. Explain the process of job evaluation.   | 10           |
| 5. Explain sensitivity training with its merits and demerits.                           | 10           |
| 6. a. Differentiate between Training and Development.                                   | 5+5=10       |
| b. Explain the significance of training.  |              |
| 7. Define executive development and explain its objectives.                             | 3+7=10       |
| 8. Discuss the methods of performance appraisal.  | 10           |

= = \*\*\* = =