

**BACHELOR OF BUSINESS ADMINISTRATION
THIRD SEM
HUMAN RESOURCE MANAGEMENT
BBA – 301 [REPEAT]
[USE OMR FOR OBJECTIVE PART]**

**SET
A**

Duration: 3 hrs.

Full Marks: 70

Time: 20 min.

Marks: 20

(Objective)

Choose the correct answer from the following:

1×20=20

1. Human Resources emphasizes:
 - a. Development of people
 - b. Punishment of people
 - c. Adoption of people
 - d. None of the above
2. Human Resource Management is:
 - a. Employer-oriented
 - b. Employee-oriented
 - c. Legally-oriented
 - d. None of the above
3. HRM is:
 - a. A Staff function
 - b. A Line function
 - c. A Staff function, Line function and Accounting function
 - d. All of the above
4. _____ Is considered as a Strategic activity:
 - a. Recruitment
 - b. Planning
 - c. Productivity
 - d. All of the above
5. HRM is an:
 - a. Department function
 - b. Individual function
 - c. Organization function
 - d. Environmental function
6. Personnel Management is called _____.
 - a. Personnel Administration
 - b. Manpower Management
 - c. Both (a) and (b)
 - d. None of the above
7. Personnel Management is a/an:
 - a. Approach
 - b. Point of view
 - c. Technique of thinking
 - d. All of the above

8. The subject matter of Personnel Management is:
- a. Profit
 - b. Capital Investment
 - c. Human being
 - d. Wages and Incentives
9. The following is not a function of Personnel Management:
- a. Training and Development of Manpower
 - b. Recruitment and Selection
 - c. Wages and Salary administration
 - d. Production, Planning and Control
10. The following factor(s) affect (s) Manpower Planning:
- a. Working hours
 - b. Nature of Production
 - c. Performance rate
 - d. All of the above
11. _____ is a process of searching for prospective employees and stimulating them to apply for jobs:
- a. Selection
 - b. Orientation
 - c. Recruitment
 - d. Induction
12. Which is not an advantage of Internal source of Recruitment:
- a. Time saving
 - b. New blood
 - c. Less expensive
 - d. All of the above
13. _____ can be defined as process of choosing the right person for the right job:
- a. Selection
 - b. Recruitment
 - c. Induction
 - d. Orientation
14. _____ is not an Internal source of Recruitment:
- a. Promotion
 - b. Transfer
 - c. Job rotation
 - d. Departmental Examination
15. _____ refers to the learning opportunities designed to help employees to grow:
- a. Training
 - b. Development
 - c. Education
 - d. All of the above
16. Which of the following is an Off-the-Job training method:
- a. Television
 - b. Job rotation
 - c. Orientation training
 - d. Coaching

17. Training is most effective in resolving:
- a. Skill gaps
 - b. Attitudinal problem
 - c. Poor motivation
 - d. Attendance issues
18. What is linked with Performance Appraisal:
- a. Job design
 - b. Development
 - c. Job analysis
 - d. None of the above
19. Which of the following is an alternative term used for Performance Appraisal:
- a. Quality and Quantity of Output
 - b. Job knowledge
 - c. Employee Assessment
 - d. None of the above
20. Performance Appraisal aims at:
- a. Goals of employees
 - b. Goals of Organization
 - c. Both (a) and (b)
 - d. Neither (a) nor (b)

(Descriptive)

Time: 2 hr. 40 mins.

Marks: 50

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

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|---|--------|
| 1. (a) Define Human Resource Management.
(b) What are the Objectives of HRM ? | 2+8=10 |
| 2. (a) What is Personnel Management ?
(b) What are the differences between Personnel Management and Human Resources Management ? | 2+8=10 |
| 3. (a) What do you mean by Personnel Management ?
(b) Explain the Functions of Personnel Management. | 4+6=10 |
| 4. (a) Define Recruitment.
(b) What are the purposes and importance of Recruitment ? | 2+8=10 |
| 5. (a) What does sources of Recruitment denote ?
(b) Discuss about the sources of Recruitment. | 3+7=10 |
| 6. (a) Do you think ' Training and Development ' is the same thing ?
(b) Discuss about the importance of Training. | 4+6=10 |
| 7. (a) What are the methods and techniques of Training ?
(b) Discuss about On-the-Job training and Off-the-Job training | 2+8=10 |
| 8. (a) What do you mean by Performance Appraisal ?
(b) What are the features of Performance Appraisal ? | 5+5=10 |