

**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.**

**( Objective )**

**Marks: 20**

*Choose the correct answer from the following:*

*1×20=20*

1. Performance Appraisal aims at:  
a. Goals of employees  
b. Goals of Organization  
c. Both (a) and (b)  
d. Neither (a) nor (b)
2. 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
3. What is linked with Performance Appraisal:  
a. Job design  
b. Development  
c. Job analysis  
d. None 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. Human Resources emphasizes:
- a. Development of people
  - b. Punishment of people
  - c. Adoption of people
  - d. None of the above
19. Human Resource Management is:
- a. Employer-oriented
  - b. Employee-oriented
  - c. Legally-oriented
  - d. None of the above
20. HRM is:
- a. A Staff function
  - b. A Line function
  - c. A Staff function, Line function and Accounting function
  - d. All of the above

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**( Descriptive )**

Time: 2 hr. 40 mins.

Marks: 50

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

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