BBA LLB
FIRST SEMESTER
HUMAN RESOURCE MANAGEMENT- I
BBLB – 102
[USE OMR FOR OBJECTIVE PART]

SET A

Duration: 3 hrs.

Full Marks: 70

(Objective)

Time: 30 min.

Marks: 20

Choose the correct answer from the following: *1×20=20*

1. According to Edwin B. Flippo, Personnel Management is primarily concerned with:
   a. Managing only the hiring process of employees
   b. Planning, organizing, and maintaining human resources
   c. Handling only employee grievances
   d. Supervising daily operations in an organization

2. The role of a Personnel Manager includes which of the following?
   a. Creating organizational policies only
   b. Focusing solely on hiring and firing
   c. Advising line managers and implementing personnel policies
   d. Handling customer complaints

3. Which of the following is NOT a characteristic of Personnel Management?
   a. Concerned with employees as individuals and groups
   b. Deals with only top-level employees
   c. Continuous process requiring constant review
   d. Applies to all types of organizations

4. Which of the following is an essential quality of a Personnel Manager?
   a. Lack of empathy
   b. Personal bias in decision-making
   c. Analytical ability and resourcefulness
   d. Poor communication skills

5. Job description focuses on the:
   a. Personal characteristics of the jobholder
   b. Duties, responsibilities, and working conditions
   c. Salary and benefits of the jobholder
   d. Performance evaluation methods

6. Which of the following is a purpose of job analysis?
   a. Organizing external stakeholder meetings
   b. Managing financial transactions
   c. Developing marketing strategies
   d. Supporting recruitment, selection, and training

7. Job analysis provides essential information for which of the following?
   a. Workforce motivation programs
   b. Developing job descriptions and job specifications
   c. Advertising strategies
   d. Company branding

8. The primary focus of job specification is:
   a. The personal and professional qualifications required for the job
   b. Setting performance standards
   c. Defining the work environment
   d. Creating organizational charts

9. What is the first step in the manpower planning process?
   a. Training employees
   b. Forecasting future manpower needs
   c. Evaluating employee performance
   d. Setting employee salaries

10. Why is assessing the current workforce important in manpower planning?
    a. To increase company profits
    b. To understand existing skills and gaps
    c. To create marketing strategies
    d. To organize team meetings

11. What is a key outcome of manpower planning?
    a. Improved communication systems
    b. Effective utilization of human resources
    c. Better product designs
    d. Increased employee complaints

12. What is the main goal of job design?
    a. To reduce employee responsibilities
    b. To structure work in a way that increases job satisfaction and performance
    c. To focus on employee's salary
    d. To decrease job variety

13. What does 'Job Content' refer to in job design?
    a. The tasks and responsibilities assigned to the worker
    b. The physical environment of the job
    c. The qualifications required for the job
    d. The rewards and benefits of the job

14. Which job design principle involves giving employees control over how they perform their tasks?
    a. Task Identity
    b. Task Significance
    c. Autonomy
    d. Feedback

15. What is job enlargement?
    a. Adding more tasks at the same skill level
    b. Moving employees between different roles
    c. Giving employees more control over their job
    d. Reducing job responsibilities

16. What does HRIS stand for in the context of personnel management?
    a. Human Resources Internet Solutions
    b. Human Resource Information System
    c. High-Resolution Information Systems
    d. Human Resource Integrated Software

17. Which trend focuses on hiring skilled workers from across the globe due to globalization?
    a. International assignments
    b. Global talent acquisition and management
    c. Technological integration
    d. Cultural diversity

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18. Which technological advancement in HRM helps in automating routine tasks like payroll and recruitment?
   a. Cloud computing
   b. AI and automation
   c. Mobile applications
   d. Employee self-service

19. What is the primary goal of the recruitment process?
   a. To fill job vacancies as quickly as possible
   b. To attract a pool of qualified candidates
   c. To hire as many candidates as possible
   d. To hire candidates at the lowest possible salary

20. Which of the following is considered a recruitment strategy?
   a. Developing a payroll system
   b. Using job boards and online platforms
   c. Holding an annual general meeting
   d. Offering employee bonuses

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$$\boxed{\textbf{\underline{Descriptive}}}$$

Time : 2 hrs. 30 min.

Marks : 50

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

1. Explain the objectives of Personnel Management and how it contributes to the overall success of an organization. **10**

2. Describe the qualities and qualifications required for a successful Personnel Manager. Why are these qualities important for effective human resource management? **5+5=10**

3. Describe the key steps involved in conducting a job analysis and explain how each step contributes to effective human resource management. **10**

4. Discuss the key trends in Personnel Management, such as remote work, employee well-being, and data-driven decision-making, and analyze their impact on contemporary organizations. **10**

5. Explain the different approaches to job design, such as job enlargement, job enrichment, job rotation, and job simplification. **10**

6. Explain the process of manpower planning and discuss how each step ensures that an organization has the right workforce to meet its current and future needs. **5+5=10**

7. What is recruitment, and why is it important for organizations? **10**

8. What are the main selection methods used by organizations, and how do they ensure fairness in the process? **10**

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