

ST. MARY'S P.G. COLLEGE, VIDISHA

SUPPLEMENTARY COPY

Date \_\_\_\_\_ Sub \_\_\_\_\_ Exam \_\_\_\_\_ T. Sign. \_\_\_\_\_

B.B.A. II<sup>nd</sup> year

Human Resources Management

Important Question

Section - (A)

Objective Type Questions

(i) - choose the correct answer

(1) Which of the following is not a function of HRM

- (a) Recruitment & Selection
- (b) Training & Development
- (c) performance appraisal.
- (d) Financial Accounting.

(ii) Performance appraisal means:

- (a) Evaluating an employee.
- (b) Evaluating a job
- (c) Evaluating a process
- (d) Evaluating client relationship

(iii) Which of the following training method is an on the job training method?

- (a) Role play
- (b) Case study
- (c) Job Rotation
- (d) in basket exercise



(IV) Job specification is one of the key product of -

- (a) Job enlargement
- (b) Job profile
- (c) Job design
- (d) Job Analysis

(V) Human Resource planning is a

- (a) Reactive process
- (b) Negative process
- (c) proactive process
- (d) positive process.

(VI) The primary purpose of Career planning does not involve.

- (a) Assessment
- (b) Separation
- (c) preparation
- (d) integration

(vii) Recruitment is a -

- (a) Negative process
- (b) positive process
- (c) part of selection
- (d) Neutral process

(viii) The first and foremost function of HRM is -

- (a) Human resource planning
- (b) Job Analysis
- (c) Recruitment & Selection
- (d) Induction



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SECTION - (B)

SHORT ANSWER TYPE QUESTIONS

- 1 - Define HRM and explain its nature.
- 2 - Explain the objectives of Human resource planning.
- 3 - What is Job description?
- 4 - Distinguish between recruitment and selection.
- 5 - Define empowerment. Explain its elements.
- 6 - What is Job analysis? describe the methods used for analyzing Jobs.
- 7 - Explain promotion.
- 8 - What are the methods of performance appraisal?
- 9 - What is understood by wage policy.
- 10 - Define the term grievance.

SECTION - C

Long Answer TYPE Questions

- 1 - Explain the selection process step by step.
- 2 - Discuss various methods of training employees.
- 3 - What are the objectives of wage & salary administration?
- 4 - What factors should be considered in fixing wages?
- 5 - Explain in brief the traditional methods of performance appraisal. What are the weaknesses in these methods?



6- Why do industrial disputes arise? How can such disputes be settled.

7- Discuss the function and responsibilities of Human Resources Manager.

8- How can a company determine if its recruitment process are working effectively.

9- Explain briefly the various steps involved in the selection process.

10- Discuss the various sources of recruitment in details.

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