

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

**SET
A**

Duration: 3 hrs.

Full Marks: 70

Time: 30 min.

(Objective)

Marks: 20

Choose the correct answer from the following:

1 × 20 = 20

1. What is the primary focus of personnel management?
 - a. Profit maximization
 - b. Employee development
 - c. Product innovation
 - d. Cost reduction
2. Which of the following is NOT a function of personnel management?
 - a. Recruitment and selection
 - b. Marketing strategy
 - c. Performance appraisal
 - d. Employee relations
3. What is the purpose of job analysis in personnel management?
 - a. Employee motivation
 - b. Cost reduction
 - c. Employee selection and placement
 - d. Market research
4. What does the acronym "HRIS" stand for in personnel management?
 - a. Human Resource Information System
 - b. High-Resolution Imaging System
 - c. Humanitarian Resource Integration System
 - d. Hiring and Recruitment Information System
5. How does technology impact manpower planning?
 - a. Reducing the need for human resources
 - b. Increasing the importance of traditional methods
 - c. Minimizing the role of forecasting
 - d. Ignoring the need for skills analysis
6. Which of the following is an external source of recruitment?
 - a. Employee referrals
 - b. Internal job postings
 - c. Succession planning
 - d. Recruitment agencies
7. What is the purpose of a job description in the recruitment process?
 - a. To evaluate employee performance
 - b. To communicate expectations and responsibilities
 - c. To conduct background checks
 - d. To determine salary negotiations

8. What is the purpose of conducting a job analysis in the job design process?
 - a. Evaluating employee performance
 - b. Identifying training needs
 - c. Gathering information about job tasks and requirements
 - d. Conducting performance appraisals
9. Which job design principle involves combining tasks to form a larger work module?
 - a. Job simplification
 - b. Job enlargement
 - c. Job enrichment
 - d. Job rotation
10. Which technology is commonly used for conducting virtual interviews in the hiring process?
 - a. Video Conferencing
 - b. Virtual Reality (VR)
 - c. Augmented Reality (AR)
 - d. Artificial Intelligence (AI)
11. How does a personnel manager contribute to organizational strategy?
 - a. By overseeing production processes
 - b. By managing financial resources
 - c. By aligning HR practices with organizational goals
 - d. By conducting background checks
12. What does the term "job rotation" refer to in the context of job design?
 - a. Reducing the number of tasks in a job
 - b. Increasing the number of tasks in a job
 - c. Moving employees between different jobs
 - d. Redefining job roles and responsibilities
13. How can HR technology contribute to the recruitment process?
 - a. By conducting employee training
 - b. By automating resume screening and applicant tracking
 - c. By managing employee benefits
 - d. By facilitating performance appraisals
14. What is the primary role of a personnel manager in an organization?
 - a. Managing financial resources
 - b. Overseeing production processes
 - c. Ensuring effective human resource management
 - d. Handling customer relations
15. What is the primary purpose of conducting reference checks in the selection process?
 - a. To assess technical skills
 - b. To verify employment history and performance
 - c. To evaluate cultural fit
 - d. To conduct background checks
16. What role does a pre-employment medical examination play in the selection process?
 - a. Assessing cognitive abilities
 - b. Evaluating technical skills
 - c. Verifying work experience
 - d. Ensuring the candidate's physical fitness for the job
17. What is the purpose of forecasting in manpower planning?
 - a. Evaluating employee performance
 - b. Predicting future workforce needs
 - c. Conducting employee training
 - d. Determining salary structures

18. Which component of job analysis focuses on the personal qualifications and traits necessary for successful job performance?
- a. Job duties
 - b. Job specifications
 - c. Job description
 - d. Job context
19. What is the purpose of using cloud-based HR software?
- a. Conducting employee interviews
 - b. Storing and accessing HR data remotely
 - c. Managing employee benefits
 - d. Analyzing HR analytics
20. What is the primary goal of the final stage in the selection process?
- a. Conducting background checks
 - b. Making a job offer
 - c. Evaluating candidate skills
 - d. Onboarding new hires

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(Descriptive)

Time : 2 hrs. 30 min.

Marks : 50

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

1. What are some key challenges faced in personnel management that organizations commonly encounter, and how do these challenges impact overall workforce efficiency and satisfaction? 10
2. What are the distinct differences between personnel management and human resource management, and how do these variations contribute to the evolving role of HR in modern organizational settings? 10
3. What are the various methods used for collecting job analysis data, and how do these methods contribute to the development of comprehensive job descriptions and organizational effectiveness? 10
4. What are the primary roles and functions of a personnel manager in an organization, and how do these responsibilities contribute to effective human resource management and the overall success of the company? 10
5. What is recruitment? What are the various sources utilized by organizations to attract qualified candidates for various positions? 10
6. What is the meaning of manpower planning, and what significance does it hold in the strategic management of an organization's workforce to ensure optimal utilization of human resources and sustained organizational growth? 10
7. What is the meaning of job design, and what are the various techniques employed in job design to enhance employee performance? 10
8. What are the key factors that influence and impact manpower planning within an organization, and how do these factors shape the workforce strategy for future needs? 10

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