

**BACHELOR OF BUSINESS ADMINISTRATION
THIRD SEMESTER
HUMAN RESOURCE MANAGEMENT
BBA – 301**

**SET
A**

[USE OMR SHEET FOR OBJECTIVE PART]

Duration: 3 hrs.

Full Marks: 70

Time: 30 mins.

(Objective)

Marks: 20

Choose the correct answer from the following:

1 × 20 = 20

1. Human resource management emphasis:
a. Development of people
c. Adoption of people
b. Punishment of people
d. None of these
2. Human resource management is:
a. Employer oriented
c. Legally oriented
b. Employee oriented
d. None of the above
3. Basic managerial functions of HRM are-
a. Planning, Organising & Staffing
c. Planning, Organising, Directing & Controlling
b. Planning, Organising & Coordinating
d. None of the above
4. Human resource function is a/an
a. Departmental function
c. Organization function
b. Individual function
d. Environmental function
5. Personnel management is also called as:
a. Personnel Administration
c. Both (a) and (b)
b. Manpower management
d. None of the above
6. Personnel management is a/an:
a. Approach
c. Technique of thinking
b. Point of view
d. All of the above
7. The subject matter of personnel management is _____.
a. Profit
c. Human being
b. Capital investment
d. Wages and incentives
8. Which of the following provides necessary information for job evaluation?
a. Job enrichment
c. Job ranking
b. Job description
d. Job enlargement

9. _____ is a process of searching For prospective employees and stimulating them to apply for jobs.
- | | |
|----------------|----------------|
| a. Selection | b. Orientation |
| c. Recruitment | d. Induction |
10. _____ can be defined as process of choosing the right person for the right job.
- | | |
|--------------|----------------|
| a. Selection | b. Recruitment |
| c. Induction | d. Orientation |
11. _____ is not an internal source of recruitment.
- | | |
|-----------------|-----------------------------|
| a. Promotion | b. Transfer |
| c. Job rotation | d. Departmental Examination |
12. Which of these is the most important external factor governing recruitments?
- | | |
|----------------------|----------------------|
| a. Sons of soil | b. Labor market |
| c. Unemployment rate | d. Supply and demand |
13. Which of the following takes a full interest in the process of strategic planning:
- | | |
|-----------------------------|--------------------|
| a. Training and development | b. Quality control |
| c. Human resource | d. Production |
14. Which of the following is involved in the in-basket training?
- | | |
|-----------------------|------------------------|
| a. Simulation | b. On-the-job training |
| c. Vestibule training | d. Coaching |
15. _____ refers to the learning opportunities designed to help employees grow.
- | | |
|--------------|---------------------|
| a. Training | b. Development |
| c. Education | d. All of the above |
16. Which of the following is a benefit of employee training?
- | | |
|-------------------------------------------------------------------|---------------------------------------------------|
| a. Improves morale | b. Helps people identify with organizational goal |
| c. Provides a good climate for learning, growth and co-ordination | d. None of the above |
17. What is linked with performance appraisal?
- | | |
|-----------------|----------------------|
| a. Job design | b. Development |
| c. Job analysis | d. None of the above |
18. Which of the following is an alternate term used for performance appraisal?
- | | |
|-----------------------------------|----------------------|
| a. Quality and quantity of output | b. Job knowledge |
| c. Employee assessment | d. None of the above |
19. _____ is an objective assessment of an individual's performance against well - defined benchmarks.
- | | |
|----------------------------------------|----------------------|
| a. Performance appraisal | b. HR planning |
| c. Information for goal identification | d. None of the above |

20. Which of these is the main purpose of employee assessment?
- a. Making correct decisions
 - b. To effect promotion based on competence and performance
 - c. Establish job expectations
 - d. None of the above

(Descriptive)

Time : 2 Hr. 30 Mins.

Marks : 50

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

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|--------------------------------------------------------------------------------------------------|--------|
| 1. a) Explain with a suitable definition of Human Resource Management. | 4+6=10 |
| b) What are the objectives of HRM? Explain. | |
| 2. a) Write about the importance of Human Resource Management. | 8+2=10 |
| b) Justify your answer keeping in view the modern business development. | |
| 3. a) Define Personnel Management. | 2+8=10 |
| b) Bring out the differences between Personnel Management and Human Resource Management. | |
| 4. What are the functions of personnel management? | 10 |
| 5. a) Define Recruitment. | 2+8=10 |
| b) What are the purposes and importance of recruitment? | |
| 6. What are different sources of recruitment? Discuss. | 10 |
| 7. a) What do you mean by training? Explain. | 4+6=10 |
| b) Write the objectives and importance of training. | |
| 8. What is performance appraisal? What are the benefits and limitation of performance appraisal? | 4+6=10 |

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