

BACHELOR OF BUSINESS ADMINISTRATION
Third Semester
HUMAN RESOURCE MANAGEMENT
(BBA- 11)

Duration: 3Hrs.

Full Marks: 70

(PART-B: Descriptive)

Duration: 2 hrs. 40 mins.

Marks: 50

1. Write short notes on the following- (any five)

2×5=10

- a) Societal Objectives of an organization.
- b) Write on Mention recent trends in Recruitment.
- c) Write three objectives of Training.
- d) Mention pre-requisites of a good Recruitment Policy.
- e) Objectives of HRM- explain shortly.
- f) Define Performance Appraisal.
- g) Define Selection.

2. Answer the following questions (any five)

3×5=15

- a) Explain three different methods of Recruitment.
- b) Write the need and importance of Training.
- c) Mention the essentials of a Selection Procedure.
- d) Draw and explain "HRM as a central sub-system in an organization".
- e) Explain the Principles of Personnel Policies.
- f) Explain shortly the Performance Appraisal Process.
- g) Write Scope of Human Resource Management.

3. Answer the following questions (any five)

5×5=25

- a) Explain the nature of HRM.
- b) Write the elements of a good Recruitment Policy.
- c) Explain the steps of the Selection Process.
- d) Explain the composition of HR department with the help of the drawing.
- e) Write the situational factors affecting Recruitment".
- f) Describe different types of Off-the -job training.
- g) Name different types of Traditional methods of Performance Appraisal.
- h) Write the differences between HRM and PM.

9. Which is the first step of "Selection Process"?
- a) Reception
b) Preliminary Interview
c) Selection Tests
d) Checking References
10. Which is not an On-the-job Training?
- a) Coaching
b) Position Rotation
c) Mentoring
d) Vestibule Training
11. "To improve efficiency" is an objective come under _____ category.
- a) Work-related Objective
b) Career- Development Objective
c) Communication
d) Organizational Objective
12. "Merit Rating" is another name of _____.
- a) Training
b) Selection
c) Performance Appraisal
d) None of above
13. "Assessment Centre" is a method of appraising performance come under _____ method.
- a) Modern Method
b) Traditional Method
c) Both of them
d) None above
14. In _____ system, employees are given grades according to the judgement of the rater.
- a) Paired Comparison
b) Grading
c) Straight Ranking
d) Check-list
15. The composition of HR department depends upon few variables, they are-
- i. Size of the organization
ii. Scale of operation
iii. Attitude of the management
iv. External environment
- a) i, ii & iii. b) ii, iii & iv. c) i, iii & iv. d) i, iii & iv
16. In _____ training, a training centre is set up and actual job conditions are duplicated or simulated in it.
- a) Class room Training
b) Vestibule Training
c) Apprenticeships Training
d) Internship Training.
17. _____ training is an 'Earn while you learn' scheme.
- a) Class room Training
b) Vestibule Training
c) Apprenticeships Training
d) Internship Training.
18. Which is not a recent trend in Recruitment?
- a) Outsourcing
b) Raiding
c) E- Recruitment
d) Third party method.
19. _____ provides a framework for the implementation of the recruitment programme.
- a) Recruitment Policy
b) Recruitment plans
c) Recruitment Objective
d) Recruitment strategy
20. These are the different functions come under "Operative Function" of Personnel Management.
- i. Procurement ii. Development iii. Compensation
iv. Integration v. Maintenance iv. Controlling
- a) i, ii, iii ,iv & v. b) ii, iii, iv, v & vi
c) i, ii, iii, iv & vi d) i, iii, iv, v & vi
