

# AP-122

May-2016

**B.A., B.B.A., B.Com., LL.B. (Int), Sem.-IV**

**IL BBA-207 : Human Resource Management**

**Time : 3 Hours]**

**[Max. Marks : 70**

1. Why Human Resource Management is important to any organization, what are the objectives of it, explain your answer with the concept of HRM ? **14**
- OR**
- (A) What is Job analysis ? How the job analysis is performed in organization. Explain the process with diagram. **7**
- (B) Define HRP & the process of Human resource planning. **7**
2. What is recruitment and selection ? Explain the whole process of it with various Internal and External sources that are used for searching suitable candidates for a job. **14**
- OR**
- (A) Explain the process of training in detail with its meaning. **7**
- (B) Write a note on Management development. **7**
3. Define Performance appraisal. Who are the appraisers in the organization and explain different methods of appraisal ? **14**
- OR**
- (A) What are the different types of Rewards ? **7**
- (B) What is Job Evaluation ? Write a note on it. **7**
4. (A) Explain the concept of Industrial Relation with the three major actors of it. **7**
- OR**
- Write a note on Trade Union's Act, 1926.
- (B) Explain the functions of Trade union with its concept. **7**
- OR**
- Short note : Grievance
5. (A) Rewrite the sentence in your answer script by choosing correct option from the given multiple choices : **14**
- (1) When an employee actually learns a job by performing it is called :
- (a) Job instruction training (b) Try out training
- (c) On-the-job training (d) Off-the-job training
- (2) In performance appraisal, the problem that occurs when a supervisor's rating of a subordinate on one trait biases the rating of that person on other traits is called
- (a) bias (b) halo effect
- (c) strictness / leniency (d) central tendency

- (3) The following is (are) concerned with developing a pool of candidates in line with the human resources plan  
 (a) Development (b) Training  
 (c) Recruitment (d) All of the above
- (4) Majority of the disputes in industries is (are) related to the problem of  
 (a) Wages (b) Salaries  
 (c) Benefits (d) All of the above
- (5) The following factor would be relatively low if supply of labour is higher than demand :  
 (a) production (b) labour cost  
 (c) wage (d) all of the above
- (6) The following is (are) the option(s) while planning for surplus  
 (a) Reassign the the jobs (b) Redesign the jobs  
 (c) Reduce work hours (d) All of the above
- (7) The process of analyzing jobs from which job descriptions are developed are called \_\_\_\_\_.  
 (a) Job analysis (b) Job evaluation  
 (c) Job enrichment (d) Job enlargement
- (8) Which pay is one of the most crucial pay given to the employee & also shown in the pay structure ?  
 (a) Performance (b) Strategic  
 (c) Bonus (d) Commission
- (9) 360 – Degree Feedback enhances the quality of \_\_\_\_\_ decisions.  
 (a) HR (b) Management  
 (c) HRD (d) All of the above
- (10) Which of the following is categorized as an indirect payment portion of employee compensation ?  
 (a) Wages (b) Salaries  
 (c) Employer-paid insurance (d) Commissions
- (11) The objectives of HRM are categorized as  
 (a) personal objectives  
 (b) functional objectives  
 (c) organizational and social objectives  
 (d) all of the above
- (12) The meaning of the acronym 'SHRM' is  
 (a) Short-term Human Resource Management  
 (b) Strategic Human Resource Management  
 (c) Strategic Human Revenue Management  
 (d) Strategic Humane Resource Management
- (13) The process of developing the applicant's pool for job openings in an organization is called \_\_\_\_\_.  
 (a) Hiring (b) Recruitment  
 (c) Selection (d) Retention
- (14) Which of the following is the area from which applicants can be recruited ?  
 (a) Employment Lines (b) Employees' Association  
 (c) Labour Market (d) Labour Schemes

**OR**

- (A) Write short notes below (7 marks each)
- (1) Difference between Recruitment & Selection  
 (2) Fringe Benefits

**14**