

MBA
Second Semester
Human Resource Management
(MBA- 11)

Duration: 3Hrs.

Full Marks: 70

(PART-B: Descriptive)

Duration: 2 hrs. 40 mins.

Marks: 50

1] Answer any five questions

5x2=10

- a) What do you mean by Career Planning?
- b) In what ways Induction and Placement differ in their nature.
- c) What do you mean by 360 degree performance appraisal?
- d) Highlight the main points of difference between 'Piece rate system' and 'Time rate system' of wage determination.
- e) Distinguish between Job Description and Job Specification.
- f) Contrast direct compensation and indirect compensation.
- g) Define behaviourally anchored rating system.

Answer any five questions

5x3=15

- a) Write shortly the purposes & uses of Job Analysis.
- b) "Human Resource Planning" is a very important function of HR department of an organization - why?
- c) Mention the objectives of "Recruitment".
- d) Explain the steps of Performance Evaluation process.
- e) Write the differences between "Training and Development".
- f) What do you understand by "Job Evaluation". Mention three objectives of job evaluation.
- g) Write any three categories of services that come under "Fringe benefits".

3] Answer any five questions

5x5=25

- a) Explain the different challenges faced by Human Resource Management.
- b) Explain stepwise the HRM Planning System.
- c) Write different factors that affect the "Recruitment" of an organization.
- d) Write the contents of Job Analysis.
- e) "Training is required to get better performance in the organization" - Justify.
- f) Write the sequence of "Selection process".
- g) Explain the "Wage determination process" with the help of a diagram.

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(The figures in the margin indicate full marks for the questions)

Duration: 20 minutes

Marks – 20

(PART A- Objective)

A. Tick the correct answer-

1x17=17

1. "Recruiting policy of the organization" is an example of-
 - a. Internal factor
 - b. External factor
 - c. Both of them
 - d. None of the above
2. Under which training method "Case study" comes to train employees in the organization?
 - a. On-the job
 - b. Off-the job
 - c. Vestibule training
 - d. Demonstration
3. Which is not a technique of "modern method of recruitment"?
 - a. Walk-in
 - b. Consult-in
 - c. Advertising
 - d. Business alliances
4. In which process, the management of the organization usually gives importance on the overall personality growth of the employees.
 - a. Mentoring
 - b. Counselling
 - c. Training
 - d. Development
5. "To introduce the new employee with the organization" is an objective of-
 - a. Placement
 - b. Induction Program
 - c. Career Planning
 - d. None of them.
6. "Improving the moral of the employees" is an advantage of-
 - a. Internal recruitment
 - b. External recruitment
 - c. Both of them
 - d. None above
7. In which method of wage calculation there is a disadvantage of having more chance of deterioration in the quality of the work?
 - a. Piece rate system
 - b. Time rate system
 - c. Debt method
 - d. Balance method
8. Which are the advantages of "Internal Recruitment"?
 1. Improves the moral of employees.
 2. Promotes loyalty among employees.
 3. Easy for employer to evaluate them than outside candidates.
 4. Encourage new blood to enter the organization.
 5. Less costly.
 - a. 1,2,3,4.
 - b. 2,3,4,5.
 - c. 1,2,3,5
 - d. 1,3,4,5.

9. Which is the correct sequence of "Model procedure for effective personnel selection"?

1. Evaluating information & Assessing applicant
2. Identifying & choosing selection criteria
3. Communicating decisions
4. Making decision to select or reject
5. Establishing selection policies
6. Gathering information about potential employee

- a. 6,3,5,1,4,2 b. 5,2,6,1,4,3 c. 5,2,6,3,4,1 d. 5,6,2,3,4,1

10. Which are the characteristics of "Training"?

1. It is a short term process.
2. It is designed for non managerial people.
3. It gives conceptual & theoretical knowledge for general purpose.
4. It also gives technical knowledge for specific purpose.

- a. 1, 2, 3 b. 2, 3, 4 c. 1, 2, 4 d. 2, 3, 4

11. Write the methods of job evaluation with the help of non-quantitative technique?

1. Ranking method
2. Point rating method
3. Grading method
4. Point factor comparison method

- a. 1 & 3 b. 1 & 4 c. 2 & 3 d. 3 & 4

12. Which methods come under "Traditional Method" of performance evaluation?

1. Critical incidents method
2. Ranking method
3. Assessment centre
4. 360 degree appraisal
5. Checklist
6. Human Asset accounting

- a. 1, 3, 4 b. 1, 2, 5 c. 2,4,6 d. 4,5,6

13. There are _____ steps in a typical selection process.

- a. Eight b. Nine c. Ten d. Eleven

14. Supply and demand of specific skills in the labor market is a _____ factor of recruitment.

- a. Common Factor b. Internal Factor
c. External Factor d. Govt. Factor

15. Gross Pay is an example of _____ compensation.

- a. Direct b. In direct c. Fringe d. None above

16. "To give fair & equitable wage" is a function of _____.

- a. Job analysis b. Job Description c. Job specification d. Job evaluation

17. "Forecasting future manpower requirement" is the first step of _____.

- a. HRP planning system b. HRP activities
c. HRP process d. None of above

B. Match Part A with Part B- (Related to concept & evolution of HRM models)

1×3=3

Part A

- A. Harvard Analytical Framework for HRM
B. Keith Sisson
C. American society for Training & Development

Part B

- a. 1990
b. 1983
c. 1984