D 50493   (Pages : 2)   Name.......................................

                                                             Reg. No................................

FIFTH SEMESTER (CBCSS—UG) DEGREE EXAMINATION NOVEMBER 2023

B.B.A.

BBA 5B 07—HUMAN RESOURCES MANAGEMENT

(2019 Admission onwards)

Time : Two Hours and a Half   Maximum : 80 Marks

Part A

Answer **all** *questions.*

1. How is HRM a complex function ?

2. Describe the purposes and uses of job analysis.

3. What is a job description ?

4. What are the benefits of outsourcing ?

5. Why is job analysis important ?

6. What are the components of a job description ?

7. Explain recruitment.

8. What you mean by induction training ?

9. What is brainstorming ?

10. Distinction between training and development.

11. What are the essential characteristics of MBO ?

12. What is career planning ?

13. Explain the various modes of compensation

14. What are some benefits of strategic HRM ?

15. Explain green HRM.

(15 × 2 = 30, Maximum ceiling 25 marks)

Turn over

Part B

Answer **all** *questions.*

16. What is the objective of human resource planning ?

17. Explain the functions of a human resource manager.

18. Differentiate between recruitment and selection.

19. Explain job description.

20. Explain need and importance of training.

21. Briefly describe the characteristics of performance appraisal.

22. What are the principles of employee compensation ?

23. What is HRIS ? Explain some benefits of using an HRIS.

(8 × 5 = 40, Maximum ceiling 35 marks)

Part C

Answer any **two** *questions.*

24. Explain the methods and advantages of job evaluation ?

25. Briefly describe.

    (A) Functions of human resource management.

    (B) H R Management *Vs*. Personnel Management.

26. What are the essentials of an effective performance appraisal system ?

27. (A) What is electronic HRM, and how can it benefit organizations ?

    (B) What is labor localization in HRM ? What are some potential benefits of labor localization ?

(2 × 10 = 20 marks)

D 50493–A   (Pages : 4)   Name...

Reg. No.....................................

FIFTH SEMESTER (CBCSS—UG) DEGREE EXAMINATION NOVEMBER 2023

B.B.A.

BBA 5B 07—HUMAN RESOURCES MANAGEMENT

(2019 Admission onwards)

(Multiple Choice Questions for SDE Candidates)

Time : 15 Minutes	Total No. of Questions : 20	Maximum : 20 Marks

INSTRUCTIONS TO THE CANDIDATE

1. This Question Paper carries Multiple Choice Questions from 1 to 20.

2. The candidate should check that the question paper supplied to him/her contains all the 20 questions in serial order.

3. Each question is provided with choices (A), (B), (C) and (D) having one correct answer. Choose the correct answer and enter it in the main answer-book.

4. The MCQ question paper will be supplied after the completion of the descriptive examination.

BBA 5B 07—HUMAN RESOURCES MANAGEMENT

(Multiple Choice Questions for SDE Candidates)

1. HRM is associated with the management of —————.

    (A) General people.   (B) Financial resources.

    (C) Organizational people.   (D) Community members.

2. ————— is commonly used by IT companies to assign their costly activities to outside providers for the purpose of cost saving as well as using of HR expertise in other companies.

    (A) Planning.   (B) Decentralization.

    (C) Restructuring   (D) Outsourcing.

3. In which of these steps, the HR manager attempts to ascertain the supply of and demand for various types of human resources ?

    (A) Forecasting.   (B) Program implementation.

    (C) Evaluation.   (D) Goal setting.

4. The method that uses the organizations current level of employment as the starting point for determining future staffing needs is :

    (A) Zero Based Forecasting.

    (B) Bottom-Up Approach.

    (C) Forecasting Human Resource Availability.

    (D) None of the given options.

5. Training courses typically designed for —————.

    (A) Short term.   (B) Long term.

    (C) Medium term.   (D) All of the above.

6. Who was the pioneer of Hawthorne studies ?

    (A) Fredrick Taylor.   (B) Elton Mayo.

    (C) Fred Luthans.   (D) Henry Mintzberg.

7. ———— is the process by which the knowledge of an employee, his skills , abilities and motives to perform a job must match the requirements of the job.

    (A) Recruitment.

    (B) Job analysis.

    (C) Selection.

    (D) Placement.

8. The HR manager of a manufacturing firm was given the task of providing information on market statistics of personnel availability, pay rates etc. What role of HR executive is the manager performing.

    (A) The executive.

    (B) The service provider.

    (C) The consultant.

    (D) The facilitator.

9. What is the organization termed as if the reporting channels of work are pre defined and accountability and responsibility of each role fixed for all the roles ?

    (A) Informal organization.

    (B) Semi formal organization.

    (C) Formal organization.

    (D) Autonomous organization.

10. The process of determining and recording all the pertinent information about a specific job, including the tasks involved, the knowledge and skill sets required to perform the job is termed as :

    (A) Job evaluation.

    (B) Job description.

    (C) Job Analysis.

    (D) Job design.

11. Motion and time studies are examples of which method of job analysis.

    (A) Observation method.

    (B) Technical conference method.

    (C) Group interview method.

    (D) Questionnaire method.

12. The process of structuring work and designating the specific activities at the individual or group level is called as :

    (A) Job design.

    (B) Job description.

    (C) Job analysis.

    (D) Job specification.

13. What does a job specification include ?

    (A) Personal characteristics.

    (B) Physical characteristics.

    (C) Psychological characteristics.

    (D) All the above.

14. A good recruitment policy :

    (A) Is flexible enough to accommodate changes in the organization.

    (B) Has its own policies and does not comply with government policy on hiring.

    (C) Requires more investment for the organization.

    (D) Ensures short term employment opportunities for its employees.

15. The important information that has to be furnished in an advertisement includes :

    (A) Location or place of work.   (B) Nature of job.

    (C) Tasks and responsibilities.   (D) All of the above.

16. A formal record of an individuals appeal or intention for employment that helps in gathering information about a prospective candidate is called :

    (A) Application bank.   (B) Employee data.

    (C) Employee bank.   (D) Data bank.

17. Which of the following steps should be adhered to, when interviewing ?

    (A) Ask demanding and leading questions.

    (B) Get too engrossed in the interview to follow the plan.

    (C) Interrupt the candidate frequently.

    (D) Make the candidate feel comfortable and relaxed.

18. Which of the following options is not one of the approaches to HRM ?

    (A) Human Resource approach.   (B) Systems approach.

    (C) Contingent approach.   (D) Statistical approach.

19. One of the following is not a managerial function of HRM :

    (A) Planning.   (B) Organizing.

    (C) Staffing.   (D) Retrenching.

20. ———— should not be one of the first steps in dealing with surplus manpower for a short period.

    (A) Leave of absence without pay.   (B) Work sharing.

    (C) Loaning.   (D) Retrenchment.