

SEMESTER-V

COURSE-B.COM (P)

SUBJECT-HUMAN RESOURCE MANAGEMENT

ASSIGNMENT QUESTIONS

- 1) Explain the importance of training to workers and management. How are the training needs of an organisation identified?
- 2) Explain any two methods of Management Development.
- 3) Define Performance Appraisal. Explain MBO as a technique of performance appraisal.
- 4) Write a detailed note on Potential Appraisal.
- 5) Examine the a) need for Counselling in modern organisations b) types of employee counselling.
- 6) Define Transfer and Promotion. State the merits and demerits of both.
- 7) Discuss the concept of Compensation. What factors affect the compensation of employees in industrial organisations?
- 8) Distinguish between Time Wage system and Piece Wage system. State the merits and demerits of **any one** of them.
- 9) Write notes on **any two** :
 - a) ESOP
 - b) Off the job training methods
 - c) 360 degree appraisal
 - d) Fringe benefits
 - e) Profit sharing

CLASS TEST

- 1) Discuss the concept of Compensation. What factors affect the Compensation of employees in industrial organisations?
- 2) Distinguish between Time Wage System and Piece Wage System. State the merits and demerits of any one of them.

- 3) What do you mean by the term “Employee Welfare.” Explain the types of welfare activities provided to the employees of the organisation.
- 4) Define Fringe Benefits. Describe the various types of FBs offered to employees in India.
- 5) What is Work Force Diversity? Why is it considered challenging? State the advantages of having a diverse work force.
- 6) Write an explanatory note on **any one**:
 - (a) Performance Linked Compensation
 - (b) Profit sharing
 - (c) Job Evaluation
 - (d) Downsizing
 - (e) VRS

MULTIPLE CHOICE QUESTIONS

1. This system is based on the presumption that the employee can be divided into five categories and involves multipurpose evaluation:
 - Ranking
 - Forced distribution
 - Graphical Rating scale
 - Critical incidents

Ans- Forced distribution
2. Scales are established for number of factors and qualities. These are of two types: characteristics and contribution. Name the types of appraisal.
 - Checklist
 - Ranking
 - Forced distribution
 - Graphic Rating scale

Ans- Graphic Rating Scale
3. This method is devoid of personal bias and is done by group of people comprising of supervisor and 2-3 other persons of some knowledge.
 - Rating
 - Essay method
 - Field review method
 - Group appraisal

Ans- Group Appraisal

4. Which one leads to increase in responsibilities, duties, pay package and status?

- Separation
- Transfer
- Promotion
- Up gradation

Ans- promotion

5. Full Form of HRM is:

- Human resource management
- Human Relationship management
- Humanistic resource management
- Human resourceful Management

Ans- Human Resource Management

6. Job Analysis is a systematic procedure for securing and reporting information defining a _____.

- Specific Job
- Specific product
- Specific service
- All of the above

Ans – all of the above

7. Job analysis, HR planning, recruitment, selection, placement, inductions and internal mobility are few important functions which come under the heading of _____ of HRM.

- integration function
- development
- maintenance
- procurement function

Ans- Integration Function

8. **Which of the following is a method of collection of information for job analysis?**

- Questionnaire
- Ration analysis
- Optimization needs
- Trend analysis

Ans- Questionnaire

9. _____ provides information on the human attributes in terms of education, skills, aptitudes, and experience necessary to perform a job effectively.

- Job description
- Job specialization
- Job analysis
- Job evaluation

Ans- Job Description

10. **Job specification includes** _____.

- Physical characteristics
- Psychological characteristic
- Personal characteristics
- All of the above

Ans- All of the above

11. **Scope of the HRM includes** _____?

- Retirement and separation of employees
- Hr training and development
- Industrial relation
- All

Ans- All of the above

12. On the date of joining, employee is introduced to the company and other employees, this process is called

- Job welcome
- Job training
- Induction
- Fresher

Ans- Induction

13. The process to do demand forecast and supply forecast in order to have right person at right job is called

- Job analysis
- Job design
- Human resource planning

- Human resource management
Ans- Human Resource Planning

14. Which of the following is not a part of HRP:

- Analyzing Existing HR
- Implementing HR plan
- Recruitment
- Analyzing organizational objective

Ans- Recruitment.