

SEMESTER-III

COURSE-B.COM (HONS)

SUBJECT-HUMAN RESOURCE MANAGEMENT

QUESTION BANK

- 1.) "Human resource management is a basic management functions pertaining to all levels and all types of management". In the light of this statement explain the concept, nature and scope of HRM.
- 2.) What are the main functions of HRM in an industrial organisation? Discuss briefly.
- 3.) State the competencies required of HR manager to perform his function successfully.
- 4.) What role does an HR manager play in modern industry to achieve corporate objectives effectively?
- 5.) Define HR policies. What are the benefits and limitations of HR policies? Briefly discuss the steps in the formulation of HR policies.
- 6.) What are the essentials of sound HR policies? How would you test the soundness of personnel policy?
- 7.) What is meant by downsizing? What is the role of HR manager in downsizing?
- 8.) Define VRS and state its benefits to the organisation offering VRS to its employees. What are the issues in managing VRS?
- 9.) Explain the concept of empowerment. Why is employee empowerment important? What are the common barriers to employee empowerment in business organisations?
- 10.) What is workforce diversity? Why is it considered challenging? What are the advantages of having a diverse workforce?
- 11.) Discuss the significance of work life balance to an employee? How can work life balance be maintained?
- 12.) What is planning? What are its benefits to an industrial enterprise? Briefly explain the steps involved in HR planning?

13.) Explain work load analysis and work force analysis required in the process of HR planning.

14.) What do you understand by job analysis? Discuss its uses in HRM. Explain the steps involved in the process of job analysis.

15.) Explain job specification and job description and compare the two.

16.) Critically examine various sources of recruitment of employees available to an enterprise.

17.) What steps are involved in the process of selection of employees.

18.) Give the merits and limitations of employment tests used in the selection process. Briefly discuss the various kinds of tests used in industry.

19.) Explain various kinds of employment interviews. What are the major problems of an interview as a selection device? How can these problems be resolved?

20.) Write short notes on the following

a) Induction of New Employees

b) Orientation

c) Socialization

d) Poaching

21.) Explain the importance of training for employees as well as employers. Critically evaluate various on-the-job training methods.

22.) Briefly mention various types of off- the-job- training methods. Why is on-the-job training preferred over of-the-job training?

23.) How would you identify the training needs of employees? Briefly discuss the steps in designing a training program.

24.) Write short notes on the following methods of management development

a) Sensitivity Training

b) In-basket exercise

c) Management Games

d) Roll Playing

e) Mentoring

25.) Define performance appraisal and state its objectives. Mention major benefits to an enterprise.

26.) Differentiate between performance appraisal and job evaluation.

27.) Discuss the MBO method of performance appraisal. What are its limitations?

28.) What is potential appraisal? Briefly discuss the mechanism of potential appraisal.

29.) Write short notes on

a) 360 degree method of performance appraisal

b) Critical Incidents Method

c) What is employee counselling? Why is employee counselling required. Explain the various methods of counselling used in industrial organisations

30.) Distinguish between transfer and promotion. Explain various types of transfers.

31.) Define promotion. Critically examine merits and demerits of seniority and merit as basis of employee promotion.

32.) Discuss the concept of compensation. What factors affect compensation of employees in industrial organisations?

33.) Explain base compensation and supplementary compensation. What is the difference between the two?

34.) Outline the principles of compensation policy.

35.) Discuss the terms "Wage" and "Salary". What factors determine the wage structure in an organisation?

36.) What do you understand by fringe benefits? What types of fringe benefits are offered to executives to motivate and retain them?

37.) What is the utility of adopting performance linked compensation in a business enterprise.

38.) Write an explanatory note on employees stock option plan (ESOP).

39.) Explain with an example the concept of pay band compensation system. What are its chief advantages?

40.) Define job evaluation. Discuss the advantages and limitations of job evaluation as a basis of fixing and revising wages and salaries.

41.) Write a note on physical working conditions which are necessary to obtain higher productivity from the workers.

42.) Explain the concept of industrial safety. Discuss the relationship between industrial safety and productivity.

43.) Explain the importance of employee's health. In what ways is the HR department responsible for providing healthy work environment in an enterprise?

44.) Why is employee's welfare important? What type of welfare services can be provided to the employees?

45.) What do you mean by social security? Why is it considered important?

46.) What are the causes of industrial disputes in India? Suggest measures to reduce industrial disputes.

47.) What machinery has been provided under the Industrial Disputes Act 1947 for the settlement of industrial disputes?

48.) Write short notes on

a) Importance of Collective Bargaining

b) Workers Participation in Management

c) Significance of a Strong Trade Union

d) Strikes and Lock Outs

e) Grievance Handling Procedure

49.) What is HR audit? Discuss the importance areas of HR audit.

50.) Write short notes on

a) Balanced Score Card

b) HR Matrix

c) HRInformation System