SEMESTER-III

COURSE-B.COM (HONS)

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 Tranfer 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.