

SHRI GURU NANAK DEGREE COLLEGE PREET VIHAR RUDRAPUR

BBA - II Semester

BBA203 – Human Resource Management.

Section A: Long Answer Questions

Unit I: Human Resource Concepts & Environment

1. Define Human Resource Management and explain its scope in modern organizations.
2. Discuss the significance of human resource function in today's business world.
3. Explain the relationship between corporate objectives and human resource development.
4. Analyze the nature and evolution of Human Resource Management.
5. How does HRM operate in a changing business environment?
6. Examine the objectives and functions of HRM in detail.
7. Describe the concept of Strategic HRM and its importance.
8. Evaluate the challenges faced by HRM in globalized business settings.
9. Compare and contrast HRM with Personnel Management.
10. Discuss the role of HRM in achieving corporate success.

Unit II: Human Resource Planning

1. Explain the steps involved in Human Resource Planning.
2. Differentiate between quantitative and qualitative HR planning.
3. Describe the significance and methods of job analysis.
4. Discuss the process and importance of recruitment and selection.
5. Write a detailed note on placement, induction, and orientation.
6. Explain the concepts of transfer, promotion, and demotion in HRM.
7. Evaluate the importance of succession planning.
8. Discuss career planning and its role in employee growth.
9. How does workload analysis influence manpower planning?
10. Explain the relevance of HR planning in organizational performance.

Unit III: Human Resource Development

1. Define HRD and explain its nature and objectives.
2. Describe the scope of HRD in an organization.
3. Discuss the various training and development methods.
4. Explain the training needs for managerial vs. non-managerial employees.
5. What are the techniques of training evaluation?
6. Define performance appraisal and explain its significance.
7. Describe the methods of performance evaluation.
8. Write a detailed note on potential appraisal systems.
9. Discuss the challenges in implementing an HRD program.
10. Explain the role of HRD in organizational success.

Unit IV: Compensation & Industrial Relations

1. Define compensation management and explain its components.
2. Discuss the concept and methods of job evaluation.
3. Explain various approaches to wage determination.
4. Analyze the importance of incentive plans in HRM.
5. Write a detailed note on industrial relations and its components.
6. Discuss the machinery for settlement of industrial disputes in India.
7. How do trade unions influence industrial relations?
8. Describe the role of compensation in employee motivation.
9. Explain the effects of globalization on trade unions.
10. Evaluate the legal framework surrounding industrial disputes in India.

Unit V: Contemporary HR Practices (Additional Unit)

1. Discuss the impact of technology on HR practices.
2. Explain the role of HR analytics in modern HRM.
3. What is talent management? Explain with examples.
4. Describe diversity management and its significance.
5. Explain ethical issues in HRM.
6. Discuss the importance of employer branding.
7. Define employee engagement and its impact.
8. How can HR contribute to sustainability?
9. Analyze the concept of remote HR management.
10. Discuss the future trends in HRM.

Section B: Short Answer Questions

Unit I

1. Define HRM.

2. What is the scope of HRM?
3. List objectives of human resource development.
4. Define corporate objectives.
5. What is the nature of HRM?
6. Mention any three functions of HRM.
7. Write any two features of HRM in modern context.
8. What is strategic HRM?
9. Define human resource planning.
10. Write any two challenges faced by HRM.

Unit II

1. Define job analysis.
2. What is recruitment?
3. Mention types of selection tests.
4. Define promotion.
5. What is placement?
6. State the meaning of induction.
7. Define workload analysis.
8. What is demotion?
9. List any two objectives of HR planning.
10. Define succession planning.

Unit III

1. Define HRD.
2. What is training?
3. Write two methods of training.
4. Define performance appraisal.
5. What is potential appraisal?
6. Define employee development.
7. What is evaluation of training?
8. What are the needs for HRD?
9. Mention any two techniques of appraisal.
10. What is the objective of HRD?

Unit IV

1. What is compensation?
2. Define job evaluation.
3. What is wage determination?
4. Mention any two types of incentives.
5. Define industrial relations.
6. What is an industrial dispute?




7. Define globalization.
8. Write any two objectives of compensation.
9. What is the role of trade unions?
10. Define employee grievances.

Unit V

1. What is HR analytics?
 2. Define talent management.
 3. What is diversity in HRM?
 4. Define employee engagement.
 5. Mention any two HR technology tools.
 6. What is virtual HR management?
 7. Define employer branding.
 8. What is HR ethics?
 9. Define remote working.
 10. Mention one trend in future HRM.
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Section C: Multiple Choice Questions

Unit I: Human Resource Concepts & Environment

1. HRM stands for:
 - A) Human Resource Monitoring
 - B) Human Resource Management 
 - C) Human Recruitment Method
 - D) None of the above
2. Which of these is not a function of HRM?
 - A) Recruitment
 - B) Financial auditing 
 - C) Training
 - D) Appraisal
3. HRM is important for:
 - A) Managing people 
 - B) Marketing
 - C) Auditing

- D) Accounting
4. The strategic role of HRM is to:
- A) Maintain files
 - B) Plan events
 - C) Align workforce with goals ✓
 - D) Recruit salesmen
5. HRM helps in:
- A) Employee decision-making ✓
 - B) Buying stocks
 - C) Making coffee
 - D) None
6. Corporate objectives are aligned with:
- A) Personal goals
 - B) HR policies ✓
 - C) Marketing plans
 - D) IT strategies
7. Human Resource Development focuses on:
- A) Product quality
 - B) Skill development ✓
 - C) Inventory
 - D) Pricing
8. Personnel Management is different from HRM in that it:
- A) Focuses on strategic planning
 - B) Deals with people as resources
 - C) Is administrative in nature ✓
 - D) Includes financial control
9. Modern HRM emphasizes:
- A) Production
 - B) Innovation and change ✓
 - C) Bookkeeping
 - D) Customer support
10. An HR Manager plans for:
- A) Product life cycle
 - B) Human resources ✓
 - C) Tax policies
 - D) Transport logistics

Unit II: Human Resource Planning

11. Job analysis involves:

- A) Buying land
- B) Studying job requirements ✓
- C) Marketing
- D) Advertising

12. Recruitment is a _____ function.

- A) Financial
- B) Accounting
- C) Managerial
- D) Staffing ✓

13. Selection is:

- A) Same as recruitment
- B) Choosing from applicants ✓
- C) Giving training
- D) Removing employees

14. Placement refers to:

- A) Selecting vendors
- B) Assigning job roles ✓
- C) Hiring managers
- D) Moving departments

15. Induction is used to:

- A) Transfer employees
- B) Introduce new employees ✓
- C) Promote employees
- D) Evaluate performance

16. Workload analysis determines:

- A) Product price
- B) Manpower requirement ✓
- C) Raw materials
- D) Market size

17. Transfer means:

- A) Promotion
- B) Shift in job location ✓
- C) Bonus
- D) Demotion

18. Promotion is based on:

- A) Age
- B) Qualification only
- C) Performance and merit ✓
- D) Random selection

19. Demotion means:

- A) Increase in salary
- B) Change in name
- C) Lowering position ✓
- D) Termination

20. Succession planning is for:

- A) Financial budgeting
 - B) Selecting new suppliers
 - C) Future leadership roles ✓
 - D) Tracking attendance
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Unit III: Human Resource Development

21. HRD stands for:

- A) Human Resource Development ✓
- B) Heavy Resource Department
- C) Human Rights Desk
- D) None

22. Training aims to:

- A) Fire employees
- B) Improve job performance ✓
- C) Reduce workload
- D) Track salary

23. Development focuses on:

- A) Long-term growth ✓
- B) Casual work
- C) Weekly tasks
- D) Procurement

24. On-the-job training occurs:

- A) In a classroom
- B) During work hours ✓
- C) In vacation
- D) Through books only

25. Off-the-job training involves:

- A) Seminars and simulations ✓
- B) Practical tasks
- C) No teaching
- D) Field visits

26. Performance appraisal means:

- A) Promotion
- B) Evaluation of job performance ✓
- C) Payment

- D) Job allocation
27. 360-degree appraisal includes:
- A) Only managers
 - B) Only subordinates
 - C) Feedback from all directions ✓
 - D) Sales team only
28. Potential appraisal identifies:
- A) Future training needs ✓
 - B) Immediate promotions
 - C) High salaries
 - D) Cost cuts
29. HRD tools include:
- A) Price tags
 - B) Feedback forms ✓
 - C) Sales reports
 - D) Audit data
30. Evaluation of training helps to:
- A) Reduce costs only
 - B) Measure effectiveness ✓
 - C) Assign grades
 - D) Fire staff
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Unit IV: Compensation & Industrial Relations

31. Compensation includes:
- A) Wages ✓
 - B) Stocks only
 - C) Shares
 - D) Loans
32. Job evaluation is done to:
- A) Price products
 - B) Determine job worth ✓
 - C) Plan meals
 - D) Manage vendors
33. Wage determination depends on:
- A) Job worth and market conditions ✓
 - B) Manager's will
 - C) Personal relations
 - D) Bonus
34. Incentive plans are designed to:
- A) Increase costs
 - B) Motivate employees ✓

- C) Reduce performance
 - D) Cut staff
35. Industrial relations refer to:
- A) Supplier ties
 - B) Employer-employee relationship ✓
 - C) Banking
 - D) Marketing
36. A trade union is formed to:
- A) Promote business
 - B) Represent workers' interests ✓
 - C) Audit expenses
 - D) Increase prices
37. Industrial dispute means:
- A) Conflict between employees and employer ✓
 - B) Share market issue
 - C) Legal notice
 - D) HR meeting
38. One machinery for dispute resolution is:
- A) Training
 - B) Conciliation ✓
 - C) Feedback
 - D) Appraisal
39. Globalization affects trade unions by:
- A) Making them richer
 - B) Reducing influence ✓
 - C) Increasing costs
 - D) Legalizing strikes
40. Fringe benefits are part of:
- A) Legal fines
 - B) Compensation ✓
 - C) Penalties
 - D) Tax cuts
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Unit V: Contemporary HR Practices

41. HR analytics is used to:
- A) Cook meals
 - B) Analyze employee data ✓
 - C) Market products
 - D) Maintain security
42. Talent management primarily focuses on:
- A) Dismissing underperformers

- B) Managing company assets
 - C) Attracting and retaining skilled employees ✓
 - D) Increasing product sales
43. Diversity management in HR aims to:
- A) Enforce cultural uniformity
 - B) Promote inclusion and equality ✓
 - C) Increase layoffs
 - D) Avoid legal compliance
44. Which of the following is a benefit of employee engagement?
- A) Higher absenteeism
 - B) Lower productivity
 - C) Increased motivation and retention ✓
 - D) Increased turnover
45. HR analytics is useful in:
- A) Designing advertisements
 - B) Making data-driven HR decisions ✓
 - C) Producing goods
 - D) Shipping logistics
46. Remote HR management became more popular due to:
- A) Globalization
 - B) The COVID-19 pandemic ✓
 - C) Demonetization
 - D) Mergers
47. Employer branding helps in:
- A) Decreasing company popularity
 - B) Attracting top talent ✓
 - C) Reducing product costs
 - D) Avoiding recruitment
48. Ethical HR practices involve:
- A) Falsifying records
 - B) Ensuring fairness and transparency ✓
 - C) Discriminating among employees
 - D) Ignoring employee feedback
49. A future trend in HRM is:
- A) Manual payroll
 - B) Paper-based attendance
 - C) Use of artificial intelligence in recruitment ✓
 - D) Ignoring data
50. Which of the following tools is commonly used in virtual HR management?
- A) Excel
 - B) Zoom ✓
 - C) Notepad
 - D) Tally

