

SSR DEGREE AND PG COLLEGE(Autonomous)

Department of BBA

BBA II YEAR – HUMAN RESOURCE MANAGEMENT Sem-III (INTERNAL–I)

I. Multiple Choice Questions

1. HRM stands for:
 - * A) Human Resource Management ☒
 - * B) Human Relation Management
 - * C) Human Rights Management
 - * D) Human Research Management
2. Which is the primary objective of HRM?
 - * A) Employee development ☒
 - * B) Selling products
 - * C) Manufacturing
 - * D) Advertising
3. Human Capital refers to:
 - * A) Machines
 - * B) Employee knowledge and skills ☒
 - * C) Money
 - * D) Buildings
4. HR Manager mainly deals with:
 - * A) Employees ☒
 - * B) Customers
 - * C) Suppliers
 - * D) Competitors
5. Which is a function of HRM?
 - * A) Recruitment ☒
 - * B) Production
 - * C) Marketing
 - * D) Purchasing
6. HRM evolved due to:
 - * A) Industrial Revolution ☒
 - * B) Agriculture
 - * C) Tourism
 - * D) Banking
7. HRM environment includes:
 - * A) Internal and External factors ☒
 - * B) Only Internal
 - * C) Only External
 - * D) None

8. Human Capital Management focuses on:

- * A) Employee value ☒
- * B) Machines
- * C) Finance
- * D) Buildings

9. HRM is:

- * A) Continuous process ☒
- * B) Temporary process
- * C) Seasonal process
- * D) None

10. Which is a challenge of HRM?

- * A) Workforce diversity ☒
- * B) Packaging
- * C) Warehousing
- * D) Distribution

11. HRP stands for:

- * A) Human Resource Planning ☒
- * B) Human Resource Policy
- * C) Human Rights Planning
- * D) Human Relations Process

12. HRP helps in:

- * A) Forecasting manpower needs ☒
- * B) Selling products
- * C) Banking
- * D) Advertising

13. Job Analysis provides:

- * A) Job Description and Specification ☒
- * B) Salary
- * C) Marketing Plan
- * D) Budget

14. HRIS stands for:

- * A) Human Resource Information System ☒
- * B) Human Research Information System
- * C) Human Record Index
- * D) None

15. Job Design is concerned with:

- * A) Structuring jobs ☒
- * B) Office decoration
- * C) Salary
- * D) Promotion

16. Job Rotation is a:

- * A) Job Design approach ☒
- * B) Recruitment method

- * C) Training method
- * D) Appraisal method

17. HRP is important because it:

- * A) Ensures right people at right time ☒
- * B) Increases sales
- * C) Reduces prices
- * D) None

18. Job Analysis identifies:

- * A) Duties and responsibilities ☒
- * B) Profit
- * C) Sales
- * D) Tax

19. Job Enrichment increases:

- * A) Responsibility ☒
- * B) Holidays
- * C) Salary only
- * D) None

20. HRIS stores:

- * A) Employee information ☒
- * B) Customer data
- * C) Supplier data
- * D) Market data

II. Fill in the Blanks

1. HRM means Human Resource Management.
2. Recruitment is a function of HRM.
3. Human Capital refers to employees' knowledge.
4. HRM aims at employee development.
5. The HR manager manages human resources.
6. HRM helps achieve organizational goals.
7. Workforce diversity is a challenge of HRM.
8. Human Capital Management focuses on employee skills.
9. HRM includes planning, recruitment and training.
10. HRM improves employee performance.
11. HRP stands for Human Resource Planning.
12. Job Analysis identifies duties.
13. Job Description explains responsibilities.

14. Job Specification describes qualifications.
 15. HRIS stores employee information.
 16. Job Design improves efficiency.
 17. Job Rotation reduces monotony.
 18. HRP forecasts future manpower needs.
 19. Job Enrichment increases employee motivation.
 20. Job Analysis is the basis for recruitment.
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III. Short Answer Questions

1. Explain the Nature, Scope, Functions, and Objectives of Human Resource Management (HRM).
2. Explain the HRM Models and their significance.
3. Discuss the Importance of HRP and factors affecting HRP.
4. Explain Job Design, factors affecting Job Design, and approaches to Job Design.
5. Discuss the Job Analysis Process and its purpose.