



## BRAINWARE UNIVERSITY

Term End Examination 2024-2025

Programme – B.Com.(AFB)-Hons]-2023

Course Name – Human Resource Management

Course Code - BBF30107

( Semester III )

Full Marks : 60

Time : 2:30 Hours

[The figure in the margin indicates full marks. Candidates are required to give their answers in their own words as far as practicable.]

### Group-A

(Multiple Choice Type Question)

1 x 15=15

1. Choose the correct alternative from the following :

- (i) Select the primary role of Human Resource Management.
  - a) Marketing strategy
  - b) Financial planning
  - c) Managing employee relations
  - d) Production scheduling
- (ii) Select the term used to describe the process of attracting and hiring qualified candidates.
  - a) Recruitment
  - b) Training
  - c) Performance appraisal
  - d) Compensation
- (iii) Select the HR function responsible for managing compensation and benefits.
  - a) Recruitment
  - b) Employee relations
  - c) Compensation and benefits management
  - d) Training and development
- (iv) Select the document that outlines job responsibilities, qualifications, and other details.
  - a) Job description
  - b) Employee handbook
  - c) Performance review
  - d) Training manual
- (v) Select the HR practice that deals with resolving conflicts between employees.
  - a) Employee relations
  - b) Compensation management
  - c) Training and development
  - d) Recruitment
- (vi) Identify the first step in the recruitment process.
  - a) Screening resumes
  - b) Job analysis
  - c) Job offer
  - d) Conducting interviews
- (vii) Identify which of the following is an example of a selection test.
  - a) Structured interview
  - b) Resume screening
  - c) Aptitude test
  - d) Job posting
- (viii) Identify which of the following is an advantage of internal recruitment.
  - a) Provides new perspectives
  - b) Promotes employee motivation
  - c) Increases the diversity of the workforce
  - d) Reduces hiring time and costs
- (ix) Identify which factor is NOT a consideration in HR demand forecasting.

- a) Business Expansion  
c) Employee Retention
- b) Labor Market Trends  
d) Organizational Culture
- (x) Select which model emphasizes the learning of specific skills and knowledge for immediate application.
- a) Experiential learning  
c) Action learning
- b) Competency-based training  
d) Formal education
- (xi) Select the process used to match employees with job roles that best fit their skills and interests.
- a) Job analysis  
c) Skills assessment
- b) Career planning  
d) Performance review
- (xii) Select the method used to assess how well training objectives have been achieved.
- a) Evaluation  
c) Career development
- b) Needs assessment  
d) Performance review
- (xiii) Select the type of HRD activity designed to help employees adapt to technological changes.
- a) Technology training  
c) Team-building exercises
- b) Career development  
d) Leadership coaching
- (xiv) Identify which tool is used for analyzing an organization's internal environment in HR planning.
- a) SWOT Analysis  
c) Gap Analysis
- b) PEST Analysis  
d) Environmental Scanning
- (xv) Identify the term for planning HR needs to accommodate potential future changes in the industry.
- a) Strategic Planning  
c) Tactical Planning
- b) Contingency Planning  
d) Operational Planning

#### Group-B

(Short Answer Type Questions)

3 x 5=15

2. Explain the primary functions of HRM. (3)
3. Explain the purpose of performance appraisal. (3)
4. Explain what is meant by 'compensation management'. (3)
5. Explain what is meant by 'HR analytics'. (3)
6. Justify the significance of performance management in HRM. (3)

OR

Justify the role of employee relations in HRM. (3)

#### Group-C

(Long Answer Type Questions)

5 x 6=30

7. Classify the various methods of performance appraisal. (5)
8. Evaluate the effectiveness of internal recruitment methods. (5)
9. Describe the concept of job analysis. (5)
10. Describe the term "employee engagement." (5)
11. Discuss the concept of 'organizational culture'. (5)
12. Evaluate the role of job descriptions in the recruitment process. (5)

OR

Evaluate the impact of technology on recruitment and selection processes. (5)

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