



BRAINWARE UNIVERSITY

Term End Examination 2023

Programme – B.Com.(BF)-Hons-2021

Course Name – Human Resource Management

Course Code - BCMC402

(Semester IV)

Library
Brainware University
398, Ramkrishnapur Road, Barasat
Kolkata, West Bengal-700125

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 right option which describes HRM
- a) staff functions
b) A line function
c) A staff function line function and accounting function
d) All of the above
- (ii) Select the right option : HRM is concerned with
- a) Worker
b) Industrial relation
c) Field Staff
d) All employees
- (iii) Identify the Human Relation Policy?
- a) Open communication
b) Common interest
c) Mutual acceptance
d) All of the above
- (iv) Statement A: Employers usually survey other firms to see if they are paying comparable pay for comparable jobs. Statement B: Most employers pay just one pay rate for all jobs in a particular pay grade. Write the right option.
- a) Both statements A and B are correct.
b) Both statements A and B are incorrect.
c) Statement A is correct and B is incorrect.
d) Statement A is incorrect and B is correct.
- (v) The final process of a job analysis is the preparation of two statements namely. Write the right option.
- a) Job observation and Job description
b) Job specification and observation
c) Job description and Job specification
d) None of the above
- (vi) Reviewing relevant background information such as organization charts process charts and job description is the _____ step in doing a job analysis. Write the right option.
- a) First
b) Second
c) Third
d) Fourth

- (vii) Write the differences between Job design and Job analysis
- a) Job design is performed before Job analysis.
- b) Job design mainly focuses on work division and effective performance of tasks and job completion whereas Job analysis is about effective and appropriate selection of candidates.
- c) Both (a) and (b)
- d) Only (b)
- (viii) Write the difference between Job enlargement and Job enrichment.
- a) In Job enlargement the task related to a single job are increased is known as job enlargement. In Job enrichment employees are motivated by adding more responsibilities in the job.
- b) In Job enlargement there is quantitative expanding of the scope of a job. In Job enrichment there is qualitative extending of the range of activities performed by a job.
- c) Both (a) and (b)
- d) Only (b)
- (ix) Delivering training is performed at which phase of the HRD process model? Select the right option.
- a) need assessment
- b) design and development
- c) implementation
- d) evaluation
- (x) Select the right option: Job Description doesn't contain detail about
- a) Educational qualification
- b) Job summary
- c) Location
- d) Working Condition
- (xi) Which one of the following is not a part of job specification? Select the right option.
- a) Location
- b) Initiative
- c) Judgement
- d) Emotional characteristics
- (xii) While writing job description the major functions or activities are written in? Select the right option.
- a) Job summary
- b) Responsibilities and duties
- c) Job identification
- d) Both (b) and (c)
- (xiii) _____ are the combination of direct and indirect questioning of the applicant. Select the right option.
- a) Application blank
- b) Psychological test
- c) Patterned interviews
- d) All of the above
- (xiv) Identify the function of the management process which includes selecting employees
- a) Organizing
- b) Planning
- c) Motivating
- d) Staffing
- (xv) Identify the correct option: The actual achievements compared with the objectives of the job is
- a) Job performance
- b) Job evaluation
- c) Job description
- d) None of the above

Group-B

(Short Answer Type Questions)

3 x 5=15

2. Describe HRIS (3)
3. Discuss the benefits of training program (3)
4. Explain the strategies that you will use for orienting new employees (3)
5. Explain the key functions of HRM (3)
6. Should HRM conduct background verification. Justify. (3)

OR

- Distinguish between on the job training and off the job training (3)

Group-C
(Long Answer Type Questions)

5 x 6=30

7. Explain the methods of wage payment (5)
 8. Explain the types of training with example (5)
 9. Explain the process of internal mobility (5)
 10. Selection is a negative process. Justify. (5)
 11. Define potential appraisal (5)
 12. Explain how creative advertisement for jobs is effective (5)
- OR**
- Explain the various methods of employee retention (5)

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