

**GOVERNMENT COLLEGE (A) RAJAMAHENDRAVARAM**

**(Re-Accredited by NAAC with "A+"Grade)**

**(W.e.f 2023-2024 Admitted Batch)**

**1 Year B.Com - (General section I&II, I BBA(DM), I BIFS) semester-II**

**PRINCIPLES OF HUMAN RESOURCE MANAGEMENT**

**QUESTION BANK**

**UNIT-1-**

**ESSAY QUESTIONS**

1. Explain the Nature, Scope Of HRM
2. Discuss the Functions of HRM
3. Explain the Importance of HRM

**SHORT ANSWERS**

1. HRM planning
2. Objectives of HRM
3. Policies of HRM
4. Role of Hr Manage

**MCQS**

1. Which of the following is the correct abbreviation of HRM?  
**a. Human Resource Management**  
b. Human Resourcefulness Management  
c. Human Relation Management  
d. Humanistic Relation Management
2. What is the need for Human Resource Planning?  
a. For undergoing an effective employee development program  
b. To represent a base for recruitment  
c. To represent a base for selection policy  
**d. All of the above**
3. What does a job specification include?  
a. Personal characteristics  
b. Physical characteristics  
c. Psychological characteristics  
**d. All of the above**
4. Developing characteristics of people are needed to run business in \_\_\_\_\_.  
a. short term  
b. Medium term  
c. Long term

- d. All of the above**

### **VERY SHORT QUESTIONS**

1. Definition of HRM
2. HRM PLANNING
3. Nature of HRM
4. Meaning of HRM
5. HR MANAGER ROLE

### **UNIT-2**

### **ESSAY QUESTIONS**

1. Organise Job Analysis Process
2. Analyze Job Specification Objectives
3. Explain Selection Process

### **SHORT ANSWERS**

1. Analyze Job Description
2. Objectives of Job Analysis
3. Organise the Sources of Recruitment
4. Explain Job Description Contents

### **MCQS**

1. Features of Job Analysis include
  - a. Develop Jobs
  - b. Re-Designs Jobs
  - c. Linked to HR activities
  - d. All of the above**
2. Features of recruitment include
  - a. Dependency
  - b. Linking Activity
  - c. Complex Job
  - d. All of the above**
3. Factors affecting Recruitment Process
  - a. External Factors
  - b. Internal Factors
  - c. Both a &b
  - d. None
4. Objectives of Induction
  - a. Socializing Employees
  - b. Developing Team Spirit
  - c. Exchanging Information
  - d. All of the above**

### VERY SHORT QUESTIONS

1. Definition of Job Analysis
2. Induction
3. Socialization
4. Meaning of Recruitment
5. Meaning of Selection

### UNIT-3

#### ESSAY QUESTIONS :

1. What is the meaning of training and explain significance and importance of training.
2. Explain Difference between executive development and employee training.
3. Explain different Methods of Training

#### SHORT Questions:

1. Meaning of Training
2. Executive Development
3. Designing of a training Program
4. Training Effectiveness

#### MCQS

1). Training Technique which Teaches the importance of Resolving Matters is Known as

1. **Built in Tension**
2. Shadowing
3. Tag teams
4. Mirroring

2.) Which of the following is a benefit of employee training?

1. Improves morale
2. **Helps people identify with organizational goals**
3. Provides a good climate for learning, growth and co - ordination
4. None of the above

3) **Which of this is a step in training process?**

1. KSA deficiency
2. Provide proper feedback
3. Obstacles in the system
4. **Use of evaluation models**

4). **Which of the following is a method used in group or organisational training needs assessment?**

1. **Consideration of current and projected changes**
2. Rating scales
3. Interviews
4. Questionnaires

5). **How does training and development offer competitive advantage to an organisation?**

1. **Removing performance deficiencies**
2. Deficiency is caused by a lack of ability
3. Individuals have the aptitude and motivation to learn
4. None of the above

**VERY SHORT QUESTION :**

1. Role Playing Executive Development Method is Often Used to
2. -----Refers to a Systematic approach for developing Training Programs
3. Training and Development activities in a Company are said to be Outsourced when they are Provides by
4. The Methods Used to give New or Present Employees the Skills they need to Perform their Jobs are Called
5. The first step in a training program is to
6. What is the second step in the training process

**1. Change Attitudes**

**2. Training design Process**

**3. Government Organizations**

**4. Training**

**5. Conduct a needs analysis**

**6. Design the program content**

## **UNIT-4**

**ESSAY QUESTIONS :**

- 1 .Essentials of Job Evolution?
- 2 .Methods of Performance Appraisal?
- 3 .Components of Compensation?

**SHORT ANSWERS:**

- 1 .Methods of Job Evolution?
- 2 .Importance of Performance Appraisal ?
- 3 .What is Compensation Management?
- 4 . Objectives of compensation?

### MCQS

1). Which of the following provides necessary information for job evaluation?

1. Job Enrichment
- 2. Job Description**
3. Job Ranking
4. Job Enlargement

2.) What is meant by the factual statement of the duties and responsibilities?

1. Job analysis
2. Job specification
3. Job evaluation
- 4. Job description**

3) A/An \_\_\_\_\_ is considered to be a vertical move in terms of rank and responsibilities.

1. Appraisal
2. Reward
3. Increment
- 4. Promotion**

4). What is defined as a record of outcomes resulting from a particular job or an activity at a specific time?

1. Evaluation
2. Work function
- 3. Performance**
4. None of the above

5). What does a job specification include?

1. Personal characteristics
2. Physical characteristics
3. Psychological characteristics
- 4. All of the above**

### VERY SHORT QUESTION :

1. What is job evaluation?
2. What is the purpose of a performance appraisal?
3. Name three common methods of job evaluation.
4. What factors are typically considered in job evaluation?
5. What are the components of compensation?
6. What are some common challenges in compensation management?

## UNIT-5

### ESSAY QUESTIONS

1. Explain the scope and objectives of Industrial Relations
2. Define collective Bargaining and its features
3. Briefly discuss about Disputes Resolution Mechanism

### SHORT ANSWER

1. Industrial Relations and its features
2. Factors affecting Industrial Relations
3. Types of Industrial Disputes
4. Importance of collective Bargaining
5. Participants in collective Bargaining

### MCQS

1. The primary objective of industrial relations is to:
  - a) Maximize profits for employers
  - b) Develop harmonious relations between management and labor**
  - c) Increase government control over industries
  - d) Reduce wages for employees
2. Collective bargaining is a key aspect of industrial relations that involves:
  - a) Management dictating terms to employees
  - b) Negotiation between employee representatives and management**
  - c) Individual employees negotiating their contracts
  - d) Government setting wages and working conditions
3. Safeguarding the interests of workers is an important objective of industrial relations. This includes:
  - a) Ignoring minimum wage laws
  - b) Providing unsafe working conditions
  - c) Ensuring fair wages and benefit**
  - d) Encouraging long working hours
4. Collective bargaining involves negotiations between:
  - a) Employees and their immediate supervisors individually.
  - b) Employee representatives (union) and company management.**
  - c) The government and employers' organizations.
  - d) Individual workers and the government
5. Collective bargaining can contribute to:
  - a) Intensifying existing conflicts between workers and management
  - b) Promoting a more stable and fair work environment.**
  - c) Guaranteeing job security for all employees.
  - d) Lowering employee morale and satisfaction. workers and the government.

### **VERY SHORT QUESTIONS**

1. Feature of Grievance
2. Group Relations
3. Leadership Style
4. Benchmark Industrial Relations
5. Co-operative or Integrative Bargaining