

DEPARTMENT OF BUSINESS ADMINISTRATION

QUESTION BANK FOR BBA

HUMAN RESOURCE MANAGEMENT

MODULE I (Describe the functions of HRM) (Blooms Taxonomy

Level I, Understand)

SECTION A

1. Explain the term HRM
2. Describe matrix organization
3. Explain manpower planning
4. Outline short term human resource plans?
5. State the term long term HRP
6. Distinguish between Work study and Method study
7. State Ergonomics
8. Explain the advisory role
9. Describe counselling officer
10. Outline the term personnel management

SECTION B

11. Explain the difference between HRM & PM
12. Explain the advantages of HRM
13. Describe the objectives of HRM
14. Summarize the steps in HRP

15. Discuss the importance of HRM.
16. “There are several impediments for the growth of personnel management in India”.
Comment on the statement.
17. State the evolution and history of HRM in India.
18. Explain the nature and scope of HRM

SECTION C

19. Explain the functions of Human resource management.
20. Describe the challenges faced by the HR department? Explain the measures to speed up the growth of HRM.
21. Differentiate between personnel management and HRM
22. Describe the challenges and relevance of HRM

MODULE 2 (Identify HRM techniques) (Blooms Taxonomy Level-I, Understand)

SECTION A

1. Explain the term recruitment
2. Describe the term recruitment policy
3. What is meant by T training?
4. Define selection
5. Define Training
6. Outline the concept poaching?
7. Explain the term outsourcing

8. Describe e recruitment
9. State sensitivity training
10. Explain vestibule training

SECTION B

11. Elucidate the types of executive development
12. Explain the types of recruitment
13. Describe the types of on the job training
14. Summarize the process of selection
15. State the types of on the job training methods
16. Differentiate between on the job and off the job training
17. Explain the factors affecting recruitment of an organization
18. Explain the recent trends in recruitment

SECTION C

19. Explain the process of selection
20. Discuss the types of training?
21. Explain the sources of recruitment
22. Summarize the techniques of executive development

MODULE 3 (Explore managerial opportunities) (Blooms Taxonomy Level-3, Apply)

SECTION A

1. Define career planning
2. Explain the term performance appraisal

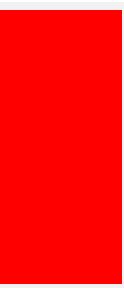
3. Define promotion
4. Describe the term demotion
5. Discuss transfer
6. Illustrate resizing
7. Explain 360-degree appraisal
8. State BARS
9. Discuss MBO
10. State free essay method

SECTION B

1. Career planning is beneficial for organizational and professional success. Comment
2. Explain the models of career planning
3. Discuss the benefits and limitations of career planning and development. What steps can be taken to make it more effective?
4. Discuss the various stages of career development. What are the major challenges in career development?
5. Explain the process of performance appraisal
6. Summarize the modern trends in performance appraisal
7. Discuss the objectives and purpose of MBO
8. Describe the advantages and limitations of performance appraisal system

SECTION C

1. Explain the techniques of performance appraisal system
2. Career planning involves career enrichment. Comment
3. Discuss the advantages and limitations of career planning
4. Explain the BARS method of performance appraisal with the objectives and steps



MODULE 4 (Formulate employee performance appraisal) (Blooms Taxonomy Level-5, Create)

SECTION A

1. Describe job design
2. Explain job analysis
3. Discuss job description
4. State job rotation
5. Define job enlargement
6. Illustrate job enrichment
7. Explain the term wage
8. Elaborate VRS
9. State the term profit sharing
10. Explain time wage system

SECTION B

11. Differentiate between job specification and job description
12. Explain the process of job analysis
13. State the different types of transfer?
14. Explain the types of promotion
15. Explain the process of job evaluation
16. Discuss the steps in job analysis

17. Differentiate between job enlargement and enrichment
18. Explain the factors influencing wage policy

SECTION C

19. Discuss the basis of promotion. What should be the elements in a sound promotion policy?
20. Bring out clearly the salient features of a sound transfer policy?
21. Explain the types of wage systems
22. Illustrate the compensation management and its advantages and limitations

MODULE 5 (Explain statutory records) (Blooms Taxonomy Level-I, Understand)

SECTION A

1. Describe E.S.I,
2. State P.F.
3. Illustrate Gratuity
4. Discuss pension
5. Define payroll
6. State charge sheet
7. Define standing orders
8. Outline the format of a charge sheet
9. Explain gratuity
10. State the term bonus

SECTION B

11. Explain the rules for preparing the charge sheet

12. Illustrate the types of bonus
13. Describe the fringe benefits
14. Discuss the types of pension
15. Evaluate the role of fringe benefits on employee morale
16. Explain the standing orders and its importance
17. Explain the forms of monetary benefits
18. Discuss the forms of non-monetary benefits

SECTION C

19. Explain the types of benefits offered to the employees by the employer
20. Discuss the types of bonus and incentive
21. Differentiate between monetary and non-monetary rewards
22. Explain the types of pension schemes