

**DR. MPS MEMORIAL COLLEGE OF BUSINESS STUDIES,
SIKANDRA, AGRA**

BBA IVth Semester Question Bank

Subject: Human Resource Management

QUESTIONS

- 1: What is Human Resource Management?
- 2: What is the nature of Human Resource Management?
- 3: What are the objectives of HRM?
- 4: Discuss the functions of human Resource Management with relevant examples?
- 5: Describe the importance of HRM.
- 6: What are the future Challenges before managers?
- 7: What do you mean by HRP?
- 8: What is the process of HRP?
- 9: What is the concept of Recruitment?
- 10: What is the process of recruitment?
- 11: Discuss the different types of selection tests.
- 12: What is strategic HRM?
- 13: Discuss the Benefits and barriers to SHRM.
- 14: Discuss the Traditional and modern methods of performance appraisal in detail?
- 15: Discuss the process of performance appraisal?
- 16: Narrate various limitations of performance appraisal system?
- 17: What is the importance of performance appraisal system?
- 18: Explain the difference between Personnel Management and HRM?
- 19: What is JOB ANALYSIS?
- 20: What is Job description?
- 21: What is Job specification?
- 22: Explain the types of information to be collected by job analysis?

- 23: Explain the process of job analysis?
- 24: What are the methods for collecting job data?
- 25: What is Job design? Discuss the factors affecting job design.
- 26: What is training? Explain the Role of training.
- 27: Explain the concept of training and development with reference to its objectives?
- 28: How training plays an important role in organization?
- 29: What are training methods?
- 30: What you understand by Performance Appraisal? Explain the approaches of Performance Appraisal?
- 31: Explain the procedure of grievance?
- 32: Explain discipline?
- 33: Define the Disciplinary Problems?
- 34: Explain the purpose of discipline?
- 35: What are the possible reasons for failure of discipline?
- 36: What should be main points of Good Disciplinary Process?
- 37: What is Compensation?
- 38: What are the objectives of compensation?
- 39: What are the components of compensation?
- 40: What is Compensation Plan?
- 41: Discuss the WIPRO STORY and BIRLA STORY of compensation plan?
- 42: What do you understand by workers participation in management? Explain the ways of workers participation in management.
- 43: What is difference between on the job and off the job training methods?
- 44: What are monetary and non-monetary benefits?
- 45: Define job evaluation.
- 46: Discuss process of job evaluation.

- 47: Mention advantages and disadvantages of job evaluation.
- 48: What is the need for performance appraisal?
- 49: Discuss various types of personnel policies.
- 50: What is Need for Manpower planning?
- 51: What are objectives of manpower planning?
- 52: How can we estimate Manpower Requirements?
- 53: What are the factors affecting recruitment?
- 54: What are various sources of recruitment?
- 55: What is job enlargement and job enrichment?
- 56: What is quality of work life?
- 57: What are various employee welfare schemes?
- 58: Define collective bargaining. Mention its importance and process.

Case Study of Job Analysis at Universal Manufactures

Universal Manufactures, was to recruit a large part of its workforce for its various operations. The organization was established by Ashutosh Ghosh and Avinash Chopra. While Ghosh was an engineering graduate, Chopra had a rich experience of handling various operations in different companies. Universal needed highly talented people at all the levels of the organization structure.

The hired an external human resource consultant, Aparna Rao for this purpose, who suggested a detailed job analysis in the firm to study manpower requirements “This would not only help select the right people for the jobs but will also provide important clues to design the compensation package for each job position in the organization” said Rao.

Rao appointed two-member team to study the important tasks and responsibilities associated with each job position at universal. They analyzed the qualifications, skills, and abilities that each job holder should possess so that the company could gain optimum advantage of its manpower deployment. The team with help of Ghosh (who had a wide range of technical qualification and experience), determined the Key Result Area (KRAS) for all the jobs in organization. The KRAs helped in determining the important responsibilities and deliverables of a job holder. This in turn, helped in determining the competencies required in each job. After a detailed study of the findings of the team, Rao prepared the job description and job specification for each job activity.

Bases on the levels of the vacant positions in the organizational hierarchy, Rao used various sources of recruitment like newspaper advertisement, campus recruitment etc. to select people for different opening. Universal received a good response from qualified people. Rao also used the findings of the job analysis to design the compensation plan for the various sources of recruitment like newspaper advertisement, campus recruitment etc. to select people for different opening. Universal received a good response from qualified people. Rao also used the finding of the job analysis to design the compensation plan for the various positions in the firm. Rao used the finding of the job analysis for various other purposes as well.

Thus, universal was benefited by the process of job analysis in more than one way. Therefore, job analysis continued to remain an on-going process at universal, which had to constantly keep changing with the changes in the external environment.

Questions:-

- a) Universal introduced a systematic job analysis process on the advice of Aparna Rao. Briefly describe the various elements and stages involves in the process of job analysis.
- b) The results of job analysis were used to determine the selection criteria for candidates and also to design the compensation plan. How important is the job analysis for any organization.

