

TRIBHUVAN UNIVERSITY
FACULTY OF MANAGEMENT

Office of the Dean

2004

Marks: =50

Time: 2 hr 40 minutes

Subjective

BIM/Seventh semester/MGT 202 : Human resource management

Candidates are required to give their answer in their own words as far as practicable.

Group "A"

Attempt any TWO questions

[2 x 15 = 30]

1. Define human resource management what significance does it have in managing the diversified workforce of modern organizations ?
2. what is human resource planning ? what are the techniques of HRP ? how does HRP contribute to the formulation of strategic planning in an organization ?
3. describe job analysis . why is it important for employee performance and productivity ? explain any two techniques of job analysis

Group "B"

Attempt an: FOUR questions:

4. define performance appraisal why should reward management be linked with performance evaluation ?
5. explain the major similarities and differences between need hierarchy theory and two factor theory of motivation.
6. differentiate between recruitment and selection. What steps are involved in the employee grievances
7. what is employee grievances ? explain the procedures generally adopted for handling employee grievances.
8. define HRD. What are its components ? briefly state the mechanisms of HRD.

Objective

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Tick (✓) the best answer choice

1. position analysis questionnaire means to find out the personal / behavioural requirements for performing a job
 - a) Agree
 - b) disagree

2. job posting means :
 - a) To invite current employee to apply for job vacancies
 - b) To add extra burden on one's job
 - c) to promote employees

3. extrinsic reward refers to
 - a) promotions
 - b) job freedom
 - c) challenging job
 - d) none of the them

4. job freedom is reward
 - a) intrinsic reward
 - b) extrinsic reward
 - c) bonus

5. organizational efficiency is expressed as
 - a) planning for long range goals
 - b) Aim to produce maximum number of goods
 - c) making the best use of scare resources
 - d) rewarding and recognizing time sharing activates

6. which o the following is not a disciplinary guidelines
 - a) do not make disciplinary actions punitive
 - b) follow the "hot stove" rule
 - c) the investigation need not produce substantial evidence of misconduct
 - d) make disciplinary action corrective and progressive

7. performance Appraisal is not concerned with
 - a) identifying employee deficiencies
 - b) reward allocation
 - c) what is happening on the job of employee
 - d) the effectiveness of selection process

8. job rotation refers to
 - a) On the job training
 - b) off the job training
 - c) Lay Off
 - d) bringing new recruits to the job

9. which of the following job analysis technique can be the best sutable for the driver of an organization ?
 - a) management position description questionnaire (MPDQ)
 - b) the hay plan
 - c) physical abilities analysis (PAA)
 - d) position analysis questionnaire (PAQ)

10 . job context is considered as

- a) Time taken for the job
- b) physical working condition
- c) physical working condition
- d) None of the them

11 which of the following pattern is followed for standard selection process ?

- a) screen, physical examination, comprehensive interview test decision
- b) forms completion comprehensive interview background investigation
- c) forms completion physical examination screen test decision
- d) screen tests background investigation interview decision

12. who propounded theory 'X' and 'Y' of motivation ?

- a) Frederic herzberg
- b) david Mecalleland
- c) victor Vroom
- d) Douglas Megregor

13. Job focused technique is generally analyses as technique for preparing job description and specification for

- a) strategic level
- b) middle level
- c) operational level
- d) all of the above

14. which is not an external source of recruitment

- a) employment agencies
- b) employee referrals
- c) succession planning
- d) interns

15. personality test refers to

- a) extraversion introversion
- b) testing knowledge for a particular job
- c) testing aptitude
- d) designing behaviour

16. Successor planning involves

- a) developing future leaders
- b) estimating future staffing needs
- c) designing future jobs
- d) designing future organizations

17. physical examination is to screen out those candidates who are physically unable to comply with the requirements of the job

- a) Agree
- b) Disagree

18. frustration is the result of the conditions internal to the individual rather than external factors.

- a) Yes
- b) No

19. Recognition, job freedom and interesting work are considered as extrinsic reward.

- a) Agree
- b) Disagree

20 Hay plan is based on an interview between job analyses and the person in the job

- a) Agree
- b) Disagree