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SCHOOL OF ACCOUNTING AND BUSINESS
BSc. (APPLIED ACCOUNTING) GENERAL / SPECIAL DEGREE
PROGRAMME

END SEMESTER EXAMINATION – FEBRUARY 2015

MGT 20425 Human Resource Management

Date : 07th February 2015
Time : 9.00 a.m. – 11.30 a.m.
Duration : Two and half (02 ½) Hours

Instructions to Candidates:

- Answer any **FIVE** questions, including **Question No. 01** and any **FOUR** from others
- Each question carries equal marks.
- 60% of marks are allocated for this paper and the balance 40% has been allocated for the continuous assessments.
- Answers should be written neatly and legibly.

Question No. 01- (Compulsory)

Your boss comes to you and tells:

“I can’t understand why these people can’t understand the importance of HRM”

You respond:

“Why? Sir, what happened?”

“They expect everything from us. Several time I told them. We alone can’t do this HRM. Every manager has to support. We have prepared several good systems of HRM. But they are not being carried out properly. You know why they are not being carried out properly. Many managers don’t support. They are not serious about our HRM systems.”

“Sir, I think we have to change the attitude of our managers, specially senior managers about HRM.”

“OK. Let us try. I heard that you have followed human resource management as a subject in your B.Sc. (Applied Accounting) Degree programme. Give me a report telling what to do and why. I need it tomorrow. Can you make it tomorrow?”

“OK Sir, I can.”

“Good. I believe you can do it”

You are required to prepare the report focusing the followings.

- a. Generic Purpose of HRM
- b. Strategic goals of HRM
- c. Objectives of HRM
- d. Importance of HRM
- e. Responsibility of HRM

(Total 20 Marks)

Question No. 2

- i. What do you mean by Job Design? Discuss the importance of job design as a function of Human Resource Management.

(10 Marks)

- ii. There are two elements to be considered when designing jobs, i.e. efficiency elements and behavioural elements. It is more likely that making the job more productive by using more efficiency elements causes it to be less satisfying. Contradictorily, making the job more satisfying by using more behavioural elements more likely proves to be less productive. It means that attempting to achieve both productivity and employee satisfaction to the highest extent is mutually exclusive (contradictory). What do you mean by efficiency elements and behavioural elements? What should the human resource specialist do to solve the above problem?

(10 Marks)

(Total 20 Marks)

Question No. 03

- i. Job Analysis is a very important HRM function which requires several steps to be followed. Elaborate this statement.

(10 Marks)

- ii. Two outputs of Job Analysis are Job Description and Job Specification. What do you mean by each? Describe general components of each document.

(10 Marks)

(Total 20 Marks)

Question No. 04

- i. What is Human Resource Planning? Explain the importance of Human Resource Planning for an organization?

(10 Marks)

- ii. What do you mean by Staffing Table? Construct a partial hypothetical staffing table.

(10 Marks)

(Total 20 Marks)

Question No. 05

- i. “Selection is a very important human resource management function”. Explain this statement. Describe the steps in the selection process.

(10 Marks)

- ii. Assume that you are supposed to hold an employee interview to select three job applicants for the post of Assistant Accountant. Describe distinctly how you activate in this regard.

(10 Marks)

(Total 20 Marks)

Question No. 06

- i. What do you mean by Training and Development? Discuss the importance of training and development for an organization.

(10 Marks)

- ii. Assume that you are supposed to develop a training and development programme for a group of Management Trainees who are going to be hired within a short time. Develop an appropriate training and programme that will use a variety of learning principles and the systematic approach to training.

(10 Marks)

(Total 20 Marks)