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

END SEMESTER EXAMINATION – OCTOBER 2016

MGT 20425 Human Resource Management

Date : 21st October 2016
Time : 5.30 p.m. - 8.00 p.m.
Duration : Two and a half (02 ½) hours

Instructions to Candidates:

- Answer any **FIVE** questions, including **Question No. 01**.
- Each question carries equal marks.
- 70% of marks are allocated for this paper and the balance 30% has been allocated for the continuous assessments.
- Answers should be written neatly and legibly.

Question No. 01 (Compulsory)

All other resources make things possible. But, human resource makes things happen. Unless you manage it properly, nothing else can be properly managed.

- i. What do you mean by human resource?

List down the specific characteristics of human resource which make them so important.

(10 Marks)

- ii. Define Human Resource Management

Briefly discuss the generic purpose, strategic goals, objectives and importance of Human Resource Management?

(10 Marks)

(Total 20 Marks)

Question No. 02

Jobs are the basic building blocks of any organization and creating jobs is very important to achieve organizational goals. However, job design is not only a HR function, it is an engineering function too. Therefore, HR manager with the cooperation of right engineers and other line managers of the organization should perform job design.

- i. What do you mean by Job Design?

Discuss briefly how jobs are designed and redesigned with the help of engineers and other line managers

(10 Marks)

- ii. Briefly discuss four (04) techniques that can be used in job design and redesign.

(10 Marks)

(Total 20 Marks)

Question No. 03

Job Analysis is a very important HRM function which provides the informational need of the organization in order to perform various other HRM functions.

Discuss the results and utilities of job analysis information for performing other human resource management functions.

(Total 20 Marks)

Question No. 04

“Planning is an open road to great accomplishments; if you fail to plan, you are planning to fail”.

i. What do you mean by Human Resource Planning?

Discuss the importance of human resource planning to perform other HR functions.

(10 Marks)

ii. Briefly explain the process of Human Resource Planning.

(10 Marks)

(Total 20 Marks)

Question No. 05

The quality of human resource available within an organization heavily depends on the successfulness of the selection function.

- i. What do you mean by selection?

How do you justify the above statement?

(10 Marks)

- ii. Discuss the *application evaluation* and *employment test* as methods of selection and indicate merits and demerits of each method.

(10 Marks)

(Total 20 Marks)

Question No. 06

Briefly explain the differences of each of the followings:

- a. *Skills Inventory* and *Management Inventory*.

(05 Marks)

- b. *Job Description* and *Job Specification*.

(05 Marks)

- c. *Efficiency Elements* and *Behavioural Elements* in job designing.

(05 Marks)

- d. *Administrative Purposes* and *Development Purposes* of employee performance evaluation.

(05 Marks)

(Total 20 Marks)