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

**END SEMESTER EXAMINATION – JANUARY 2017**

**MGT 20425 Human Resource Management**

Date : 21st January 2017  
Time : 1.00 p.m. - 3.30 p.m.  
Duration : Two and a 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**

Human Resource Management (HRM) is the efficient and effective utilization of human resources in order to achieve organizational goals.

- a. What do you mean by an organization and its goals?
- b. Elaborate the meaning of effective and efficient utilization of human resources.
- c. Briefly explain the generic purpose and objectives of Human Resource Management.
- d. Discuss the significance of HR and HRM to achieve business goals.

**(Total 20 Marks)**

**Question No. 02**

Jobs are the basic building blocks of any organization. Without jobs there will not be a need for acquisition, allocation, motivation and maintenance of human resources in an organization. Therefore Job Design is considered as one of the primary functions of human resource management. However, to make the job productive and to make the job satisfying are two vital objectives of job design.

Explain the way of achieving both objectives simultaneously?

**(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. Among them Human Resource Planning (HRP) is one of such functions which is benefited by Job Analysis.

Explain the meaning of HRP and discuss how Job Analysis relates to it.

**(Total 20 Marks)**

**Question No. 04**

Selection is considered as the heart of Human Resource Management. Elaborate the process of interviewing as a method of selection and discuss the possible errors that could occur associated with the interviewer and interviewee.

**(Total 20 Marks)**

**Question No. 05**

*Training and Development is not a mere cost but a good investment.* Do you agree with this statement or not. Explain your answer. Discuss how Training and Development is benefited by Performance Evaluation.

**(Total 20 Marks)**

**Question No. 06**

Briefly explain the differences of each of the followings:

- a. *Skills Inventory* and *Management Inventory*.
- b. *Job Description* and *Job Specification*.
- c. *Job enrichment* and *Job enlargement* in job designing.
- d. *Administrative Purposes* and *Development Purposes* of employee performance evaluation.

**(Total 20 Marks)**