



No. of Pages - 03
No of Questions - 06

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

END SEMESTER EXAMINATION – JANUARY 2018

MGT 20425 Human Resource Management

Date : 7th January 2018
Time : 9.00 a.m. - 11.30 a.m.
Duration : Two and a half (02 ½) hours

Instructions to Candidates:

- Answer any **FIVE** questions.
- 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

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

- i. What is an organization? Identify specific organizational goals?
- ii. Discuss how human resources should be utilized to achieve organizational goals.
- iii. Briefly explain the objectives of HRM.
- iv. Discuss the responsibility of HRM functions in an organization

(Total 20 Marks)

Question No. 02

Jobs are the basic building blocks of any organization. The way of designing jobs may have a significant impact on the employees who perform it.

- i. What do you mean by job design? What are the elements that should be considered when designing jobs?

(10 Marks)

- ii. Briefly discuss the four techniques that could be used to design and redesign jobs.

(10 Marks)

(Total 20 Marks)

Question No. 03

Ideally, job analysis should be conducted about all the jobs not about all the positions.

i. What do you mean by job and job analysis? How do you differentiate a Job from a Position?
(10 Marks)

ii. Briefly discuss the outcomes of job analysis and its utility to perform other functions.
(10 Marks)

(Total 20 Marks)

Question No. 04

Human resource planning is an important primary function of human resource management, which aims at preparing the management to get right employees at the right time for the right jobs.

i. What are the objectives of Human Resource Planning (HRP)? List down the steps in the HRP process.
(10 Marks)

ii. Briefly discuss the way of estimating human resource supply as the second step of the HRP process.
(10 Marks)

(Total 20 Marks)

Question No. 05

The quality of human resources available with in a firm heavily depends on the successful performance of selection function.

- i. What do you mean by selection? What are the objectives of right selection?
(06 Marks)
 - ii. Discuss the negative consequences of a wrong selection decision.
(04 Marks)
 - iii. Identify two types of employment tests and indicate advantages and disadvantages and the way of ensuring its validity, reliability and practicability as a method of selection
(10 Marks)
- (Total 20 Marks)**

Question No. 06

Differentiate following concepts:

- i. Skills inventory and management inventory.
 - ii. Job description and job specification.
 - iii. Training and development.
 - iv. Subjective criteria and objective criteria of performance evaluation.
- (Total 20 Marks)**