



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

MASTER OF BUSINESS ADMINISTRATION

TUTORIAL QUESTION BANK

Course Name	:	HUMAN RESOURCE MANAGEMENT
Course Code	:	CMBB15
Class	:	II Semester
Branch	:	MBA
Academic Year	:	2018– 2019
Course Coordinator	:	Dr.T.Srinivasa Rao, Professor, MBA Department
Course Faculty	:	Dr.T.Srinivasa Rao, Professor, MBA Department

COURSE OBJECTIVES:

The course should enable the students to:

I	Utilize the available human resources in efficient and effective manner
II	Understand the functions of human resource department
III	Develop and maintain the quality of work life in the organizations
IV	Maintain employee and management relationships effectively.
V	Develop grievance handling methods and strategies to reach organizational goals

COURSE LEARNING OUTCOMES:

Students, who complete the course, will have demonstrated the ability to do the following:

CMBB15.01	Understand and gain knowledge in nature and scope of human resource management Understanding of objectives and challenges of HRM
CMBB15.02	Analyze the international human resource management models, concept, pool's adaptation of harvard model, the brewster and bournois model and comparative employment policy.
CMBB15.03	Recognize the significance of convergence theory, marxist theory, the cultural approach power distance (PDI), uncertainty avoidance (UAI), individuality (INV) and masculinity.
CMBB15.04	Use and explore the social environment and human resource practices, staffing: international recruitment, selection, training and hiring policies, employee recruitment, selection, and retention plans and processes.
CMBB15.05	Demonstrate the appropriate use of job descriptions, application forms and related staffing tools such as internet recruiting.
CMBB15.06	Identify the advantages and disadvantages of induction processes for new incumbents in a role
CMBB15.07	Develop the current legal and ethical requirements of the recruitment and selection process and impacts on the selection process.
CMBB15.08	Evaluate the development of global managers, concept, essential qualities of global literate leader , communication and interpersonal Relations,
CMBB15.09	Analyze the key issues related to administering the human elements such as motivation, compensation, appraisal, career planning, diversity, ethics, succession planning and managerial stimulation's.

CMBB15.10	Demonstrate appropriate implementation, monitoring and assessment procedures of training.
CMBB15.11	Evaluate training programs using appropriate design and data collection procedure
CMBB15.12	Familiarize the different interview processes and the advantages and disadvantages of the different types of interviews and the preparation of employment offers
CMBB15.13	Understand the methods of performance appraisal and their reasons, failures of techniques.
CMBB15.14	Recognize the methods and practices of international compensation, employee satisfaction, behavioral a humanistic psychology and organic theories of human resource management.
CMBB15.15	Analyze the international industrial relation issues and performance management, concepts of international compensation and employee satisfaction.

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S.No	QUESTION	Blooms Taxonomy Level	Course Learning Outcome (CLOs)
UNIT-I			
INTRODUCTION TO HUMAN RESOURCE MANAGEMENT			
PART-A(SHORT ANSWER QUESTIONS)			
1	Define Human Resource Management.	Remember	CMBB15.01
2	Differentiate between job enlargement and job enrichment.	Understand	CMBB15.02
3	Write about job analysis.	Remember	CMBB15.03
4	What are the benefits of job analysis?	Remember	CMBB15.04
5	Explain the methods of data collection for job analysis.	Remember	CMBB15.05
6	Write about job description.	Remember	CMBB15.06
7	Define human resource management. Write about its scope and its objectives.	Remember	CMBB15.07
8	Explain various functions of human resource management.	Remember	CMBB15.08
9	Explain about HR policy.	Understand	CMBB15.09
10	List out any two external factors that affect human resource management.	Understand	CMBB15.10
11	Explain about human resource information system.	Remember	CMBB15.11
12	Define human resource planning.	Remember	CMBB15.12
13	What do you know about strategic planning?	Understand	CMBB15.13
14	What are the challenges of human resource management?.	Understand	CMBB15.14
15	Explain about job rotation.	Remember	CMBB15.15
16	How do you assess human resource requirements in an organization?.	Understand	CMBB15.16
17	Explain about the HR strategy planning for organizations.	Understand	CMBB15.17
18	Distinguish between job description and job specification.	Remember	CMBB15.18
19	List out the HRM approaches in global companies	Remember	CMBB15.19
20	Mention any two human resource activities..	Understand	CMBB15.20
21	What do you understand by the term job design?	Understand	CMBB15.21
PART-B (LONG ANSWER QUESTIONS)			
1	Define Human Resource Management. Describe the functions of Human Resource Management.	Remember	CMBB15.01
2	Discuss the steps involved in human resource planning (HRP). What is the strategic nature of HRP?	Remember	CMBB15.02
3	Illustrate the qualities and qualifications of Human Resource	Remember	CMBB15.03

S.No	QUESTION	Blooms Taxonomy Level	Course Learning Outcome (CLOs)
	Manager.		
4	Discuss the different internal and external factors which influence human resource managers	Remember	CMBB15.04
5	“Human resource policies are guide posted to human resource management functions” Explain this statement.	Understand	CMBB15.05
6	Illustrate the process of human resource planning at enterprise level with examples.	Understand	CMBB15.06
7	Explain the importance of human resource management. What are the challenges of human resource management?	Understand	CMBB15.07
8	Discuss the role and functions of human resource management in service industries and discuss their functions.	Understand	CMBB15.08
9	Briefly explain the significance of human factor in human resource management.	Understand	CMBB15.09
10	Strategic planning influences Human resource management policy in an organization. Discuss.	Understand	CMBB15.10
UNIT-II			
RECRUITMENT AND SELECTION			
PART-A(SHORT ANSWER QUESTIONS)			
1	Define recruitment.	Understand	CMBB15.01
2	Write in detail about the realistic job preview.	Remember	CMBB15.02
3	What are the challenges of recruiting?	Understand	CMBB15.03
4	Explain in brief about the selection.	Understand	CMBB15.04
5	Differentiate between recruitment and selection.	Understand	CMBB15.05
6	What are the common errors committed by the interviewers in the selection process?	Remember	CMBB15.06
7	Mention any two tests in the selection process.	Understand	CMBB15.07
8	Explain about the designing of human resource information system.	Understand	CMBB15.08
9	Write about the recruiting agencies.	Understand	CMBB15.09
10	Define the concept of selection.	Remember	CMBB15.10
11	Explain different sources of recruitment.	Remember	CMBB15.11
12	Briefly explain the employee selection process with any real world example.	Understand	CMBB15.12
13	Discuss the various types of interviews in selection.	Remember	CMBB15.13
14	What are the prerequisites for conducting tests of selection?	Remember	CMBB15.14
15	What are the internal and external sources of recruitment? Also state their merits and demerits.	Understand	CMBB15.15
16	What do you mean by Selection Process?	Understand	CMBB15.16
17	Write a detailed note on the modern practices in recruitment.	Remember	CMBB15.17
18	What are the objectives of recruiting?	Remember	CMBB15.18
19	What is the significance of interview method in selection process?	Understand	CMBB15.19
20	What is the importance of induction?	Remember	CMBB15.20
PART-B (LONG ANSWER QUESTIONS)			
1	Explain the relative merits and demerits of the internal and external source of recruitment.	Understand	CMBB15.01
2	Explain the types of psychological tests used in selection process in industries. Analyze the importance of these tests.	Understand	CMBB15.02

S.No	QUESTION	Blooms Taxonomy Level	Course Learning Outcome (CLOs)
3	Explain in detail about the recruitment process and its significance in human resource management.	Understand	CMBB15.03
4	What is the use of realistic job preview? Discuss its relative merits and demerits.	Understand	CMBB15.04
5	Explain the various stages involved in the selection of candidates for jobs in an organization.	Remember	CMBB15.05
6	Evaluate the significance of written tests in the selection process.	Understand	CMBB15.06
7	Discuss different types of interviews and their advantages and disadvantages.	Understand	CMBB15.07
8	Internal and external sources should be considered for the recruitment and selection process? Substantiate your argument.	Understand	CMBB15.08
9	Briefly discuss the steps which are involved in the selection process in a systematic way.	Understand	CMBB15.09
PART-C (PROBLEM SOLVING AND CRITICAL THINKING QUESTIONS)			
UNIT-III			
TRAINING AND DEVELOPMENT			
PART-A(SHORT ANSWER QUESTIONS)			
1	State the different types of training methods.	Understand	CMBB15.01
2	Write a short note on the importance of off the job training methods.	Remember	CMBB15.02
3	Evaluate the role of organization in the management development programme.	Understand	CMBB15.03
4	List out the essential qualities of effective trainer.	Remember	CMBB15.04
5	Explain the need for employee training in the organization.	Remember	CMBB15.05
6	What are the benefits of training?	Understand	CMBB15.06
7	Briefly outline the steps involved in conducting a training programme.	Remember	CMBB15.07
8	Discuss the management development programmes.	Understand	CMBB15.08
9	Describe the various methods of on-the-job training.	Understand	CMBB15.09
1	Write a short note on simulation and sensitivity training.	Understand	CMBB15.01
2	Describe about the training process.	Remember	CMBB15.02
3	State the meaning of career advancement.	Analyze	CMBB15.03
4	How do you identify the need of the training?	Analyze	CMBB15.04
5	Specify the purpose of on-the-job training.	Remember	CMBB15.05
6	Write a short note on (a) Grid training (b) In Basket training	Remember	CMBB15.06
7	Lecture method and Conference method are quite essential in the process of training. Substantiate.	Understand	CMBB15.07
8	What do you mean by training evaluation? Discuss its importance.	Understand	CMBB15.08
1	Demonstrate the need of training in a manufacturing organization. Explain few important training methods.	Remember	CMBB15.01
2	Define training. Differentiate it from development. Explain the need and basic purpose of training	Analyze	CMBB15.02
3	What is the meaning of training? Discuss the various methods of training.	Understand	CMBB15.03
4	Explain the steps which are involved in conducting a training	Analyze	CMBB15.04

S.No	QUESTION	Blooms Taxonomy Level	Course Learning Outcome (CLOs)
	programme in a systematic way.		
5	Critically examine the various training methods and their suitability.	Understand	CMBB15.05
1	Describe about the process and importance of succession planning.	Understand	
2	Discuss the various strategies for an effective career management.	Understand	CMBB15.02
3	Evaluation of training process is crucial for the organization in HR audit.Discuss.	Understand	CMBB15.03
4	Examine the various organizational techniques in the Human resource training and development.	Understand	CMBB15.04
5	Examine the meaning of management development programme. What are the objectives of management development programme?	Understand	CMBB15.05
6	Describe about the on-the job training methods in the management development process.	Remember	CMBB15.06
7	Demonstrate the different stages of Self development.	Understand	CMBB15.07
UNIT-IV			
PERFORMANCE APPRAISAL			
PART-A (SHORT ANSWER QUESTIONS)			
1	Explain the process of performance appraisal	Understand	CMBB15.01
2	What do you mean by career path?	Understand	CMBB15.02
3	Define the term knowledge management.	Analyze	CMBB15.03
4	Why employers ask feedback about the performance of employees?	Apply	CMBB15.04
5	What is productivity-linked compensation?	Remember	CMBB15.05
6	List out the approaches of career management.	Remember	CMBB15.06
7	What is meant by promotion?	Understand	CMBB15.07
8	Define the feedback interview.	Apply	CMBB15.08
9	Explain the individual performance appraisal methods.	Remember	CMBB15.09
10	Discuss the process and benefits of career management.	Understand	CMBB15.10
11	Discuss the importance and process of knowledge management.	Remember	CMBB15.11
12	What is forced distribution method of performance appraisal?	Remember	CMBB15.12
13	Examine the importance of role of appraisal in managing performance.	Understand	CMBB15.13
14	Explain the problems of avoiding appraising the performance.		CMBB15.14
PART-B (LONG ANSWER QUESTIONS)			
1	Examine the effectiveness of self development programme. If it is not effective, What steps will you take to make it effective?	Understand	CMBB15.01
2	What is the necessity to transfer an employee from one job to another within the organization?	Understand	CMBB15.02
3	Discuss the process of performance evaluation.	Remember	CMBB15.03
4	Critically examine the BARS and Critical Incident methods of performance appraisal.	Remember	CMBB15.04
5	What is meant by promotion? Justify the need for employee promotion. Distinguish between promotion and transfer.	Understand	CMBB15.05
6	What do you do understand by performance evaluation? Explain the methods of performance evaluation.	Remember	CMBB15.06
7	Conducting performance appraisal without feedback is a futile exercise in the organization. Do you agree with the statement?	Remember	CMBB15.07

S.No	QUESTION	Blooms Taxonomy Level	Course Learning Outcome (CLOs)
	Elaborate.		
8	Define the term career. Discuss the factors that should be taken into consideration while formulating an effective career plan in the career planning and advancement.	Understand	CMBB15.08
9	What do you meant by 360 degree appraisal? Examine the merits and demerits of 360 degree appraisal.	Understand	CMBB15.09
10	Define performance appraisal. Discuss the need for performance appraisal.	Understand	CMBB15.10
11	Enumerate the different methods carried out for performance evaluation.	Remember	CMBB15.11
12	Examine the problems of performance evaluation. How to overcome the performance evaluation problems?	Remember	CMBB15.12
13	Mention different stages of career planning. Discuss the role of individual and the organization in career planning and advancement.	Understand	CMBB15.13
UNIT-V			
INTEGRATION			
PART-A(SHORT ANSWER QUESTIONS)			
1	What is grievance?	Remember	CMBB15.01
2	Differentiate between conflict and dispute.	Remember	CMBB15.02
3	Define grievance and complaints?	Understand	CMBB15.03
4	Define industrial dispute.	Understand	CMBB15.04
5	Explain the terms strike and lockout.	Understand	CMBB15.05
6	What do you mean by grievance redressal procedure?	Remember	CMBB15.06
7	State the types of conflicts.	Remember	CMBB15.07
8	Define the term quality of work life.	Understand	CMBB15.08
9	What are the features of quality circles?	Understand	CMBB15.09
10	Examine the causes of industrial disputes.	Remember	CMBB15.10
11	How will you evaluate the effectiveness of a grievance procedure ? Give suggestions to make it successful.	Remember	CMBB15.11
12	Explain the term collective bargaining.	Understand	CMBB15.12
13	Enumerate the welfare services provided by the organizations.	Remember	CMBB15.13
14	Explain the Grievance redressal methods which are adopted in any Indian organization.	Understand	CMBB15.14
15	What are the elements of an effective grievance redressal system? Why it is necessary?	Understand	CMBB15.15
PART-B(LONG ANSWER QUESTIONS)			
1	Discuss the elements of grievance redressal system? Suggest guidelines to make the grievance procedure effective.	Understand	CMBB15.01
2	Demonstrate the methods of improving the quality of work life in an organization.	Understand	CMBB15.02
3	Examine the causes of industrial disputes in an organization. Suggest remedial measures to resolve the disputes.	Understand	CMBB15.03
4	Write the complaints and grievances practices followed in industry	Understand	CMBB15.04
5	Define quality circle. Explain the process of working of quality circles. Enumerate the reasons for the failure of quality circles in India.	Understand	CMBB15.05

S.No	QUESTION	Blooms Taxonomy Level	Course Learning Outcome (CLOs)
6	Mention different types of conflicts. Explain the process of conflict management.	Remember	CMBB15.06
7	Define separation. Discuss the collective bargaining procedure. How do you make collective bargaining procedure successful?	Remember	CMBB15.07
8	Describe the causes of accidents in the industry and the role of management in providing safety measures and welfare measures.	Understand	CMBB15.08

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