



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

MASTER OF BUSINESS ADMINISTRATION

TUTORIAL QUESTION BANK

Course Name	:	HUMAN RESOURCE MANAGEMENT
Course Code	:	CMB006
Class	:	II Semester
Branch	:	MBA
Academic Year	:	2017– 2018
Course Coordinator	:	Dr. M. Vani , Associate Professor, MBA Department
Course Faculty	:	Dr. M. Vani , Associate 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:

CCMB006.01	Understand and gain knowledge in nature and scope of human resource management Understanding of objectives and challenges of HRM
CCMB006.02	Analyze the international human resource management models, concept, pool's adaptation of harvard model, the brewster and bournois model and comparative employment policy.
CCMB006.03	Recognize the significance of convergence theory, marxist theory, the cultural approach power distance (PDI), uncertainty avoidance (UAI), individuality (INV) and masculinity.
CCMB006.04	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.
CCMB006.05	Demonstrate the appropriate use of job descriptions, application forms and related staffing tools such as internet recruiting.
CCMB006.06	Identify the advantages and disadvantages of induction processes for new incumbents in a role
CCMB006.07	Develop the current legal and ethical requirements of the recruitment and selection process and impacts on the selection process.
CCMB006.08	Evaluate the development of global managers, concept, essential qualities of global literate leader , communication and interpersonal Relations,
CCMB006.09	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.

CCMB006.10	Demonstrate appropriate implementation, monitoring and assessment procedures of training.
CCMB006.11	Evaluate training programs using appropriate design and data collection procedure
CCMB006.12	Familiarize the different interview processes and the advantages and disadvantages of the different types of interviews and the preparation of employment offers
CCMB006.13	Understand the methods of performance appraisal and their reasons, failures of techniques.
CCMB006.14	Recognize the methods and practices of international compensation, employee satisfaction, behavioral a humanistic psychology and organic theories of human resource management.
CCMB006.15	Analyze the international industrial relation issues and performance management, concepts of international compensation and employee satisfaction.

TUTORIAL QUESTION BANK

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	CCMB409.1
2	Differentiate between job enlargement and job enrichment.	Understand	CCMB405.1
3	Write about job analysis and job design.	Remember	CCMB405.1
4	What are the benefits/uses of job analysis?	Remember	CCMB405.1
5	Explain the methods of data collection for job analysis.	Remember	CCMB405.1
6	Write about specifications of job description.	Remember	CCMB405.1
7	Define human resource management. Write about its scope and its objectives.	Remember	CCMB405.1
8	Explain various functions of human resource management.	Remember	CCMB405.2
9	Explain about HR policy.	Understand	CCMB405.2
10	List out any two external factors that affect human resource management.	Understand	CCMB405.3
11	Explain about human resource information system.	Remember	CCMB405.3
12	Define human resource planning.	Remember	CCMB405.2
13	What do you know about strategic planning?	Understand	CCMB405.2
14	What are the challenges' of human resource management?	Understand	CCMB405.3
15	Explain about job rotation.	Remember	CCMB405.3
16	How do you assess human resource requirements in an organization?	Understand	CCMB405.3
17	Explain about the HR strategy planning for organizations.	Understand	CCMB405.3
18	Distinguish between job description and job specification.	Remember	CCMB405.3
19	List out the HRM approaches in global companies	Remember	CCMB405.3
20	Mention any two human resource activities..	Understand	CCMB405.3
21	What do you understand by the term job design?	Understand	CCMB405.3
PART-B (LONG ANSWER QUESTIONS)			
1	Define Human Resource Management. Describe the objectives and functions of Human Resource Management.	Remember	CCMB405.1
2	Discuss the steps involved in human resource planning (HRP). What is the strategic nature of HRP?	Remember	CCMB405.1
3	Illustrate the qualities and qualifications of Human Resource Manager.	Remember	CCMB405.2

S. No	QUESTION	Blooms Taxonomy Level	Course Learning Outcome (CLOs)
4	Discuss the different internal and external factors which influence human resource managers	Remember	CCMB405.2
5	“Human resource policies are guide posted to human resource management functions” Explain this statement.	Understand	CCMB405.2
6	Illustrate the process of human resource planning at enterprise level with examples.	Understand	CCMB405.2
7	Explain the importance of human resource management. What are the challenges of human resource management?	Understand	CCMB405.2
8	Discuss the role and functions of human resource management in service industries and discuss their functions.	Understand	CCMB405.2
9	Briefly explain the significance of human factor in human resource management.	Understand	CCMB405.3
10	Strategic planning influences Human resource management policy in an organization. Discuss.	Understand	CCMB405.3
UNIT-II			
RECRUITMENT AND SELECTION			
PART-A(SHORT ANSWER QUESTIONS)			
1	Define recruitment.	Understand	CCMB405.4
2	Write in detail about the realistic job preview.	Remember	CCMB405.4
3	What are the challenges of recruiting?	Understand	CCMB405.4
4	Explain in brief about the selection.	Understand	CCMB405.4
5	Differentiate between recruitment and selection.	Understand	CCMB405.4
6	What are the common errors committed by the interviewers in the selection process?	Remember	CCMB405.4
7	Mention any two tests in the selection process.	Understand	CCMB405.4
8	Explain about the designing of human resource information system.	Understand	CCMB405.4
9	Write about the recruiting agencies.	Understand	CCMB405.4
10	Define the concept of selection.	Remember	CCMB405.4
11	Explain different sources of recruitment.	Remember	CCMB405.4
12	Briefly explain the employee selection process with any real world example.	Understand	CCMB405.4
13	Discuss the various types of interviews in selection.	Remember	CCMB405.4
14	What are the prerequisites for conducting tests of selection?	Remember	CCMB405.4
15	What are the internal and external sources of recruitment? Also state their merits and demerits.	Understand	CCMB405.4
16	What do you mean by Selection Process?	Understand	CCMB405.4
17	Write a detailed note on the modern practices in recruitment.	Remember	CCMB405.5
18	What are the objectives of recruiting?	Remember	CCMB405.5
19	What is the significance of interview method in selection process?	Understand	CCMB405.5
20	What is the importance of induction and placement?	Remember	CCMB405.5
PART-B (LONG ANSWER QUESTIONS)			
1	Explain the relative merits and demerits of the internal and external source of recruitment.	Understand	CCMB405.4
2	Explain the types of psychological tests used in selection process in industries. Analyze the importance of these tests.	Understand	CCMB405.4
3	Explain in detail about the recruitment process and its significance in	Understand	CCMB405.5

S. No	QUESTION	Blooms Taxonomy Level	Course Learning Outcome (CLOs)
	human resource management.		
4	What is the use of realistic job preview? Discuss its relative merits and demerits.	Understand	CCMB405.5
5	Explain the various stages involved in the selection of candidates for jobs in an organization.	Remember	CCMB405.5
6	Evaluate the significance of written tests in the selection process.	Understand	CCMB405.5
7	Discuss different types of interviews and their advantages and disadvantages.	Understand	CCMB405.6
8	Internal and external sources should be considered for the recruitment and selection process? Substantiate your argument.	Understand	CCMB405.6
9	Briefly discuss the steps which are involved in the selection process in a systematic way.	Understand	CCMB405.6
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	CCMB405.6
2	Write a short note on the importance of off the job training methods.	Remember	CCMB405.7
3	Evaluate the role of organization in the management development programme.	Understand	CCMB405.7
4	List out the essential qualities of effective trainer.	Remember	CCMB405.7
5	Explain the need for employee training in the organization.	Remember	CCMB405.7
6	What are the benefits of training?	Understand	CCMB405.7
7	Briefly outline the steps involved in conducting a training programme.	Remember	CCMB405.7
8	Discuss the management development programmes.	Understand	CCMB405.7
9	Describe the various methods of on-the-job training.	Understand	CCMB405.7
1	Write a short note on simulation and sensitivity training.	Understand	CCMB405.7
2	Describe about the training process.	Remember	CCMB405.8
3	State the meaning of career advancement.	Analyze	CCMB405.8
4	How do you identify the need of the training?	Analyze	CCMB405.8
5	Specify the purpose of on-the job training.	Remember	CCMB405.9
6	Write a short note on (a) Grid training (b) In Basket training	Remember	CCMB405.9
7	Lecture method and Conference method are quite essential in the process of training. Substantiate.	Understand	CCMB405.9
8	What do you mean by training evaluation? Discuss its importance.	Understand	CCMB405.9
PART-B (LONG ANSWER QUESTIONS)			
1	Demonstrate the need of training in a manufacturing organization. Explain few important training methods.	Remember	CCMB405.7
2	Define training. Differentiate it from development. Explain the need and basic purpose of training	Analyze	CCMB405.8
3	What is the meaning of training? Discuss the various methods of training.	Understand	CCMB405.8
4	Explain the steps which are involved in conducting a training programme in a systematic way.	Analyze	CCMB405.8
5	Critically examine the various training methods and their suitability.	Understand	CCMB405.8

S. No	QUESTION	Blooms Taxonomy Level	Course Learning Outcome (CLOs)
1	Describe about the process and importance of succession planning.	Understand	CCMB405.9
2	Discuss the various strategies for an effective career management.	Understand	CCMB405.9
3	Evaluation of training process is crucial for the organization in HR audit. Discuss.	Understand	CCMB405.9
4	Examine the various organizational techniques in the Human resource training and development.	Understand	CCMB405.9
5	Examine the meaning of management development programme. What are the objectives of management development programme?	Understand	CCMB405.9
6	Describe about the on-the job training methods in the management development process.	Remember	CCMB405.9
7	Demonstrate the different stages of Self development.	Understand	CCMB405.9
UNIT-IV			
PERFORMANCE APPRAISAL			
PART-A (SHORT ANSWER QUESTIONS)			
1	Explain the process of performance appraisal	Understand	CCMB405.10
2	What do you mean by career path?	Understand	CCMB405.10
3	Define the term knowledge management.	Analyze	CCMB405.10
4	Why employers ask feedback about the performance of employees?	Apply	CCMB405.10
5	What is productivity-linked compensation?	Remember	CCMB405.10
6	List out the approaches of career management.	Remember	CCMB405.10
7	What is meant by promotion?	Understand	CCMB405.10
8	Define the feedback interview.	Apply	CCMB405.10
9	Explain the individual performance appraisal methods.	Remember	CCMB405.10
10	Discuss the process and benefits of career management.	Understand	CCMB405.10
11	Discuss the importance and process of knowledge management.	Remember	CCMB405.10
12	What is forced distribution method of performance appraisal?	Remember	CCMB405.11
13	Examine the importance of role of appraisal in managing performance.	Understand	CCMB405.11
14	Explain the problems of avoiding appraising the performance.		
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	CCMB405.10
2	What is the necessity to transfer an employee from one job to another within the organization?	Understand	CCMB405.10
3	Discuss the process of performance evaluation.	Remember	CCMB405.10
4	Critically examine the BARS and Critical Incident methods of performance appraisal.	Remember	CCMB405.10
5	What is meant by promotion? Justify the need for employee promotion. Distinguish between promotion and transfer.	Understand	CCMB405.10
6	What do you do understand by performance evaluation? Explain the methods of performance evaluation.	Remember	CCMB405.10
7	Conducting performance appraisal without feedback is a futile exercise in the organization. Do you agree with the statement? Elaborate.	Remember	CCMB405.10
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	CCMB405.10

S. No	QUESTION	Blooms Taxonomy Level	Course Learning Outcome (CLOs)
9	What do you meant by 360 degree appraisal? Examine the merits and demerits of 360 degree appraisal.	Understand	CCMB405.11
10	Define performance appraisal. Discuss the need for performance appraisal.	Understand	CCMB405.11
11	Enumerate the different methods carried out for performance evaluation.	Remember	CCMB405.11
12	Examine the problems of performance evaluation. How to overcome the performance evaluation problems?	Remember	CCMB405.11
13	Mention different stages of career planning. Discuss the role of individual and the organization in career planning and advancement.	Understand	CCMB405.11
UNIT-V			
INTEGRATION			
PART-A(SHORT ANSWER QUESTIONS)			
1	What is grievance?	Remember	CCMB405.12
2	Differentiate between conflict and dispute.	Remember	CCMB405.12
3	Define grievance and complaints?	Understand	CCMB405.13
4	Define industrial dispute.	Understand	CCMB405.12
5	Explain the terms strike and lockout.	Understand	CCMB405.12
6	What do you mean by grievance redressal procedure?	Remember	CCMB405.14
7	State the types of conflicts.	Remember	CCMB405.14
8	Define the term quality of work life.	Understand	CCMB405.14
9	What are the features of quality circles?	Understand	CCMB405.15
10	Examine the causes of industrial disputes.	Remember	CCMB405.15
11	How will you evaluate the effectiveness of a grievance procedure ? Give suggestions to make it successful.	Remember	CCMB405.13
12	Explain the term collective bargaining.	Understand	CCMB405.13
13	Enumerate the welfare services provided by the organizations.	Remember	CCMB405.13
14	Explain the Grievance redressal methods which are adopted in any Indian organization.	Understand	CCMB405.13
15	What are the elements of an effective grievance redressal system? Why it is necessary?	Understand	CCMB405.14
PART-B(LONG ANSWER QUESTIONS)			
1	Discuss the elements of grievance redressal system? Suggest guidelines to make the grievance procedure effective.	Understand	CCMB405.12
2	Demonstrate the methods of improving the quality of work life in an organization.	Understand	CCMB405.14
3	Examine the causes of industrial disputes in an organization. Suggest remedial measures to resolve the disputes.	Understand	CCMB405.15
4	Write the complaints and grievances practices followed in industry	Understand	CCMB405.14
5	Define quality circle. Explain the process of working of quality circles. Enumerate the reasons for the failure of quality circles in India.	Understand	CCMB405.14
6	Mention different types of conflicts. Explain the process of conflict management.	Remember	CCMB405.14
7	Define separation. Discuss the collective bargaining procedure. How do you make collective bargaining procedure successful?	Remember	CCMB405.14
8	Describe the causes of accidents in the industry and the role of	Understand	CCMB405.14

S. No	QUESTION	Blooms Taxonomy Level	Course Learning Outcome (CLOs)
	management in providing safety measures and welfare measures.		

Prepared By

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