

Mid-West University
Examinations Management Office
Surkhet, Nepal
End-Semester Examination-2081
Bachelor of Business Studies (BBS)
Semester - IV

Subject: Human Resource Management

Full Marks: 60 Pass Marks: 30

Course Code: MGMT 442/342

Time: 3: 00 Hours

You are required to answer in your own words as far as applicable. Figures in the margins indicate full marks.

SECTION A: VERY SHORT ANSWER QUESTIONS (10 X 1 = 10 MARKS)

Answer **ALL** the questions.

1. Write any two challenges to human resource management.
2. Give the meaning of job specification.
3. Write any two reasons behind employees joining in union.
4. What is recruitment?
5. Give the concept of job evaluation.
6. Mention the meaning of job description.
7. Write the concept of dearness allowance.
8. Why is employee orientation necessary in an organization?
9. Give the concept of fringe benefits exemplifying.
10. What do you mean by labour relation?

SECTION B: SHORT ANSWER QUESTIONS (3 X 8 = 24 MARKS)

Answer any **THREE** questions.

11. What do you mean by human resource management? Describe its functions. [8]
12. 'Training is the act of increasing knowledge, expanding skills and changing attitudes of an employee for doing a particular job.' In the context of given statement explain the methods of employee training. [8]
13. What do you mean by employee grievance? Explain its causes in an organization. Explain. [2+6]
14. Give the meaning of performance appraisal. Explain the objectives of performance appraisal. [2+6]
15. What do you understand by career? What are the processes of career stage? Explain. [2+6]

SECTION C: LONG ANSWER QUESTIONS (2 X 13 = 26 MARKS)

Answer any **TWO** questions.

16. Human resource planning is one of the essential management tools to ensure that the organization has right number and right kinds of people at right place and right time. In reference with this statement, give the meaning and steps involved in human resource planning to make it more effective. [3+10]
17. Choosing employees to hire is necessary in all organizations and the quality of choice often affects organization for decades. In the context of given statement, discuss the selection process that you would consider while selecting new employees. [13]
18. What do you mean by collective bargaining? Explain its processes broadly. [3+10]

THE END