

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

Subject: Human Resource Management

Course Code: MGMT 442/342

Full Marks: 60 Pass Marks: 30

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. Give the meaning of job specification.
2. What is job interview?
3. Write any two reasons behind employees joining in union.
4. Define job evaluation.
5. What is recruitment?
6. Mention the meaning of management development.
7. Give the concept of dearness allowance.
8. Why employee orientation is necessary in an organization?
9. What is compensation?
10. Define labour relation.

SECTION B: SHORT ANSWER QUESTIONS (3 X 4 = 12 MARKS)

Answer any **THREE** questions.

11. What do you mean by human resource planning? Explain the process of human resource planning. [2+6]
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? What are the causes of employee grievance in an organization? Explain. [2+6]
14. Give the meaning of performance appraisal and explain the objectives of performance appraisal. [2+6]
15. What do you understand by career? What steps are to be followed in career stage? Explain. [2+6]

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

Answer any **TWO** questions.

16. Define human resource management with its major functions. And also explain the emerging challenges of human resource management. [2+6+5]
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? What are the processes of collective bargaining? Explain. [3+10]

THE END