

SHREE NARAYANA COLLEGE OF COMMERCE
AHMEDABAD

Name of the Department: BS(BBA)

Subject: HUMAN RESOURCE MANAGEMENT

Subject code: DSC-C-233

Class & Semester: BS(BBA) SEMESTER 3

Faculty Name: Dr. ASHUTOSH PANDEY

ASSIGNMENT (2026 – 2027)

UNIT 1

- 1) Differentiate between Human Resource Management & Personnel Management.
- 2) Briefly explain the process of Human Resource Planning.
- 3) Describe the various objectives of Planning.
- 4) Define Job Analysis. Briefly describe the procedure for analysing a job.
- 5) Discuss the aspects of Job Analysis.
- 6) Explain the scope of Human Resource Management.
- 7) Describe the functions of Human Resource Management

UNIT 2

- 1) List down various internal sources of manpower supply. Explain the advantages & disadvantages of such sources.
- 2) Explain any two types of employment tests for selecting a candidate.
- 3) Write various guidelines for making an interview more effective.
- 4) Write a note on: Formal Orientation Program.
- 5) Differentiate between Orientation and Induction.
- 6) Write down the procedure of recruitment.
- 7) Explain any five types of selection tests.
- 8) Discuss common interview problems.
- 9) Discuss the various types of Interviews.

UNIT 3

- 1) What do you understand by Development? Discuss its need and objectives
- 2) What is Job rotation? Describe the merits and demerits of job rotation.
- 3) Define Job enrichment. Explain the characteristics of Job Enrichment.

- 4) Differentiate between Training and Development.
- 5) What do you mean by Career Planning? Explain the various stages of career planning.
- 6) Discuss the methods of job design.
- 7) Explain On-the-job methods of Development.

UNIT 4

- 1) Define Performance Appraisal. What is its importance?
- 2) Explain merit-based promotion. Mention its advantages and disadvantages.
- 3) Describe the “Rating scale of method” of performance appraisal.
- 4) Mention various types of employee separation. Briefly explain retrenchment.
- 5) Discuss the limitations of Performance Appraisal.
- 6) Write a short note on “Types of Promotion”.
- 7) What do you understand about transfer? Discuss its types.
- 8) Explain any two methods of performance appraisal.
- 9) Explain the meaning and types of separation.

Do as directed:

- 1) The very first step of the HRP procedure is to forecast manpower demand. (True / False).
- 2) Which of the following methods of collecting job-related data is the most appropriate for a large corporation, where a large number of workers in a job are to be analyzed?
 - a) Interview Method
 - b) Observation Method
 - c) Checklist Method
 - d) Conference Method
- 3) _____ is the process of discovering the source of manpower & stimulating prospective employees.
 - a) Selection
 - b) Performance appraisal
 - c) Recruitment
 - d) Promotion
- 4) Which of the following is true for “Psychometry Test”?
 - a) It is used to detect a lie.
 - b) It is used to check the control of muscle movement.
 - c) It is a clinical process and used to check for medical condition
 - d) It analyses the handwriting.

- 5) Job enrichment is the vertical expansion of the job involving additional responsibilities (True/ False).
- 6) Which of the following is not the “Off-the-job method” of executive development?
- a) Conference
 - b) Job Rotation
 - c) Lecture
 - d) Role Playing
- 7) When an employee is promoted without any increase in remuneration, it is called?
- a) Horizontal Promotion
 - b) Vertical Promotion
 - c) Retrenchment
 - d) Dry Promotion
- 8) “Layoff” is a permanent termination of the services of an employee. (True / False).
- 9) _____ is a part of development.
- a) Training
 - b) Selection
 - c) Education
 - d) Recruitment
- 10) The main objective of performance appraisal is to assess an employee’s _____.
- a) Discipline
 - b) Appearance
 - c) Behavior
 - d) Efficiency
- 11) The graphic rating scale method uses _____ for various employee traits
- a) Table
 - b) Charts
 - c) Checklist
 - d) Reports
- 12) Absenteeism refers to _____.
- a) Employee coming early to work.
 - b) Employee being absent from work without a valid reason.
 - c) Employee taking official leave.
 - d) Employee working overtime.
