



# UNIVERSITY OF THE PUNJAB

Fifth Semester – 2019

Examination: B.S. 4 Years Program

Roll No. in Fig. ....

Roll No. in Words. ....

**PAPER: Human Resource Management**  
**Course Code: BBA-305 Part-I (Compulsory)**

**MAX. TIME: 15 Min.**  
**MAX. MARKS: 10**

.....  
Signature of Supdt.:

**Attempt this Paper on this Question Sheet only.**

**Please encircle the correct option. Division of marks is given in front of each question.**

**This Paper will be collected back after expiry of time limit mentioned above.**

**Q.1. Encircle the right answer, cutting and overwriting is not allowed. (1x10=10)**

- i. For jobs in a large grocery store, which method of job analysis do you think would be most effective?  
(a) Questionnaire (b) Interview  
(c) Observation (d) MPDQ (e) None of above
- ii. An organization can get benefits, like dealing with fluctuating product demand and providing skills organization lacks in-house, from:  
(a) Job sharing workers (b) Condensed week workers  
(c) Permanent workers (d) None of above
- iii. Which of following is not a possible topic for organizational orientation?  
(a) Compensation (b) Safety  
(c) Physical facilities (d) Employee relations (e) None of above
- iv. Training for highly skilled occupations based on both theory and practical is:  
(a) Classroom training (b) Cross training  
(c) Apprenticeship (d) All of above
- v. Which of the following is best description of extrinsic reward?  
(a) Informal recognition (b) Formal recognition  
(c) Social relationships (d) Bath a & b (e) both b & c
- vi. Test conducted to evaluate job related knowledge is \_\_\_\_\_ test.  
(a) Proficiency (b) Interest  
(c) Both a & b (d) None of above
- vii. Application without formal advertisement is \_\_\_\_\_ application.  
(a) Formal (b) Unsolicited  
(c) Informal (d) Solicited
- viii. Both positive & negative information about job to job holder is:  
(a) Clean reviews (b) Job depth  
(c) Realistic job previews (d) Responsibilities
- ix. The condition when job is no longer important for an employee is:  
(a) Stress (b) Burnout  
(c) Uncertainty (d) None of above
- x. Which is an external source of recruiting?  
(a) Employee referral (b) Job advertisement  
(c) Employee leasing (d) All of above



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Roll No. ....

**PAPER: Human Resource Management**

**Course Code: BBA-305 Part – II**

**MAX. TIME: 2 Hrs. 45 Min.**

**MAX. MARKS: 50**

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**ATTEMPT THIS (SUBJECTIVE) ON THE SEPARATE ANSWER SHEET PROVIDED**

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**Q.2. Give short answers.**

**(10 x 2 = 20)**

- i. What is job specification?
- ii. Differentiate line manager and staff manager.
- iii. What is the objective of Equal Employment Opportunity Legislation?
- iv. Highlight types of orientation.
- v. Differentiate between selection and recruitment.
- vi. What are the sources of external recruiting?
- vii. Why reference checking is important?
- viii. Define apprenticeship.
- ix. Define job rotation.
- x. What are the two basic types of compensation?

**Q.3. Give answers of the following questions.**

**(3x10=30)**

- i. What is HRM? How it relates to management process? Illustrate HR manager's responsibilities.
- ii. Compare and contrast different methods of collecting job analysis data with their pros and cons.
- iii. What is career development? Discuss the roles of employees, employee and organization in career development.