



SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES

(Autonomous)

Department of Management Studies

QUESTION BANK

HUMAN RESOURCE MANAGEMENT

SREENIVASA INSTITUTE *of* TECHNOLOGY *and* MANAGEMENT STUDIES

(AUTONOMOUS)

(HUMAN RESOURCE MANAGEMENT)

QUESTION BANK

I MBA / II - SEMESTER

REGULATION: R22



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MS

BY

FACULTY INCHARGE : DR JYOSHNA.C

DEPARTMENT : MASTER OF BUSINESS ADMINISTRATION



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I MBA II Semester

HUMAN RESOURCE MANAGEMENT

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22MBA123 **human Resource Management**

Course Educational Objectives (CEOs):

CEO1: To provide knowledge about Principles of Human Resources Management

CEO2: To inculcate various aspects pertinent to HRP, Recruitment and selection

CEO3: To elucidate Placement, Induction and Internal mobility of human resource

CEO4: To provide necessary knowledge about Performance appraisal and career planning

CEO5: To give a elaborate view about Compensation management and grievance redressal

UNIT-I: Introduction to Human Resource Management: Importance--scope and objectives of HRM., Approaches to HRM- Personal management Vs Human Resource Management-HRM and competitive advantage- HR as a Strategic Business Partner

UNIT-II: Human resource planning, Recruitment and selection: Job analysis-uses of job analysis-process of job analysis- methods of job analysis- methods of human resource planning- Recruitment, Process, Methods, Selection Process.

UNIT-III: Placement, Induction and Internal mobility of human resource: Placement and Induction, Training of employees-need for training-objectives-methods-Training evaluation-Executive development methods- promotion and transfer.

UNIT-IV: Performance appraisal and career planning: Need and importance- objectives- process-methods and problems of performance appraisal, Performance Feedback, Concept of career planning – features- methods –uses of career development-succession planning.

UNIT-V: Compensation management and grievance redressal: Compensation planning- objectives –factors Influencing compensation, Compensation for special Groups, Job Evaluation, Sources of Grievance, Grievance Handling procedure- essentials of a good discipline system.

Course Outcomes:

On successful completion of the course the student will be able to		POs related to COs
CO1	Demonstrate knowledge on the concept of Human Resources Management	PO1,PO2,PO6
CO2	Apply Sound Analytical skills related to HRP, Recruitment and selection	PO2,PO4, PO6
CO3	Apply Knowledge of Placement, Induction and Training methods of Employees	PO2,PO4, PO6
CO4	Classify Performance Appraisal methods and apply Career Planning strategies.	PO1,PO4, PO6
CO5	Apply the methods of Compensation Management and Grievance	PO2, PO6



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Redressal procedure

Text Books:

1. Subbarao.P: Human Resource Management-Texts, Cases And Games (Himalaya), 2011.
2. Human Resource Management, 10/e, 2006, Dessler Gary, Pearson/Prentice Hall of India, New Delhi.

Reference Books:

1. Human Resource Management – Text and cases, 6/e, 2006, VSP Rao, Excel Books, New Delhi.
2. Human Resource Management, 5/e, 2007, K.Asathappa, Tata McGraw Hill, New Delhi.
3. Personnel and Human Resource Management, 2009, Subba Rao, HPIL, New Delhi.

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Question No.	Questions	PO Attainment
UNIT – 1: Introduction to Human Resource Management		
PART-A (Two Marks Questions)		
1	Define Human Resource Management (HRM) and explain its importance in an organization.	PO1,PO2,PO6
2	What is the scope of HRM?	PO1,PO2,PO6
3	Differentiate between Personnel Management and Human Resource Management approaches.	PO1,PO2,PO6
4	Explain two primary objectives of HRM related to employee development.	PO1,PO2,PO6
5	How does HRM contribute to an organization's competitive advantage?	PO1,PO2,PO6
6	Define the concept of "HR as a Strategic Business Partner".	PO1,PO2,PO6
7	Describe any three functions of HRM related to employee recruitment.	PO1,PO2,PO6
8	Describe the role of HRM in performance management.	PO1,PO2,PO6
9	What is an employee relation, and why is it important in HRM practices?	PO1,PO2,PO6
10	Explain HRM importance in an organization.	PO1,PO2,PO6
PART-B (Ten Marks Questions)		
1	Provide definitions and examples of three key functions within Human Resource Management.	PO1,PO2,PO6
2	List five major objectives of Human Resource Management and briefly explain each one.	PO1,PO2,PO6
3	Recall the differences between Personnel Management and Human Resource Management approaches.	PO1,PO2,PO6
4	Explain in your own words the scope of Human Resource Management and its significance in modern organizations.	PO1,PO2,PO6
5	Summarize the importance of aligning HRM practices with an organization's strategic goals to gain a competitive advantage.	PO1,PO2,PO6
6	Describe the relationship between HRM and employee motivation, using real-world examples to illustrate your points.	PO1,PO2,PO6
7	Critically evaluate the role of HR as a strategic business partner. Discuss potential challenges and benefits of HR's involvement in strategic	PO1,PO2,PO6



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	decision-making.	
8	List and briefly explain the five primary objectives of Human Resource Management.	PO1,PO2,PO6
9	Explain the Importance, scope and objectives of HRM.	PO1,PO2,PO6
Question No.	Questions	PO Attainment
UNIT – 2: Human resource planning, Recruitment and selection		
PART-A (Two Marks Questions)		
1	What is Human Resource Planning (HRP), and why is it essential for organizations?	PO2,PO4, PO6
2	Mention two benefits of effective Human Resource Planning.	PO2,PO4, PO6
3	What are the primary steps involved in the process of Human Resource Planning?	PO2,PO4, PO6
4	How does Human Resource Planning contribute to aligning workforce needs with organizational goals?	PO2,PO4, PO6
5	Provide an example of a method used in Human Resource Planning.	PO2,PO4, PO6
6	Define recruitment and its role in the HRM process.	PO2,PO4, PO6
7	What is the purpose of job analysis in the recruitment process?	PO2,PO4, PO6
8	Name two internal recruitment methods organizations can utilize.	PO2,PO4, PO6
9	Explain the concept of external recruitment and provide an example.	PO2,PO4, PO6
10	Describe the significance of a well-structured recruitment process.	PO2,PO4, PO6
11	What is the selection process, and why is it crucial in HRM?	PO2,PO4, PO6
12	Name two methods used to assess candidates' skills during the selection process.	PO2,PO4, PO6
13	Briefly explain the importance of reference checks in candidate selection.	PO2,PO4, PO6
14	Define job-related tests and their role in the selection process.	PO2,PO4, PO6
15	What is job analysis, and how does it benefit Human Resource Management?	PO2,PO4, PO6
16	Mention two uses of job analysis in HR functions other than recruitment.	PO2,PO4, PO6
17	Explain the difference between job description and job specification.	PO2,PO4, PO6
18	Name a method used for conducting job analysis through direct observation.	PO2,PO4, PO6
PART-B (Ten Marks Questions)		
1	Explain the process of Human Resource Planning (HRP) and discuss its significance in organizational success. Illustrate with examples	PO2,PO4, PO6
2	Discuss the various stages of the recruitment process, emphasizing the importance of each stage in selecting the right candidates.	PO2,PO4, PO6
3	Evaluate the benefits and limitations of internal and external recruitment methods, and provide scenarios where each approach is most suitable.	PO2,PO4, PO6
4	Elaborate on the key steps involved in the selection process, including methods used to assess candidates' skills, personality, and fit for the role and organization.	PO2,PO4, PO6
5	Define job analysis and explain how it contributes to various HR functions, such as recruitment, performance management, and training.	PO2,PO4, PO6



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6	Describe the process of conducting a comprehensive job analysis, highlighting the importance of involving multiple stakeholders.	PO2,PO4, PO6
7	Analyze the critical uses of job analysis in HRM, focusing on its role in developing effective job descriptions, job specifications, and performance appraisal criteria.	PO2,PO4, PO6
8	Compare and contrast the strengths and weaknesses of observation, interviews, and questionnaire methods of job analysis.	PO2,PO4, PO6
9	Examine different methods used for human resource planning. Discuss the advantages and limitations of each method.	PO2,PO4, PO6
Question No.	Questions	PO Attainment
UNIT – 3: Placement, Induction and Internal mobility of human resource		
PART-A (Two Marks Questions)		
1	Define employee placement.	PO2,PO4, PO6
2	What is the purpose of an employee induction program.	PO2,PO4, PO6
3	Briefly describe two key components of an induction process that help new employees integrate into the organizational culture.	PO2,PO4, PO6
4	Define employee placement.	PO2,PO4, PO6
5	State the importance of employee training and its impact on organizational performance.	PO2,PO4, PO6
6	Explain the concept of "training objectives".	PO2,PO4, PO6
7	What role does employee training play in addressing skill gaps and improving job performance?	PO2,PO4, PO6
8	Differentiate between on-the-job training and off-the-job training methods.	PO2,PO4, PO6
9	Provide an example of when a simulation or role-playing method would be appropriate for employee training.	PO2,PO4, PO6
10	Name a training method that focuses on developing interpersonal skills and communication abilities.	PO2,PO4, PO6
11	Define training evaluation and explain why it is a crucial step in the training process.	PO2,PO4, PO6
12	What type of information does a post-training assessment survey typically collect?	PO2,PO4, PO6
13	Describe the concept of executive coaching and its role in developing leadership skills.	PO2,PO4, PO6
14	Explain how job rotation contributes to executive development and organizational growth.	PO2,PO4, PO6
15	What is internal mobility?	PO2,PO4, PO6
16	Define employee promotion and explain its potential impact on employee motivation.	PO2,PO4, PO6
17	Mention two key objectives of an effective employee induction process.	PO2,PO4, PO6
18	Define training needs assessment.	PO2,PO4, PO6
19	Explain the concept of succession planning.	PO2,PO4, PO6
PART-B (Ten Marks Questions)		
1	Discuss the role of effective employee placement in optimizing	PO2,PO4, PO6



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	organizational performance.	
2	Outline the steps involved in a successful placement process, highlighting the significance of aligning employee skills with job roles.	PO2,PO4, PO6
3	Explain how a well-structured induction program contributes to the successful onboarding and integration of new employees.	PO2,PO4, PO6
4	Discuss the multifaceted objectives of employee training, encompassing skill enhancement, improved job performance, and overall organizational growth.	PO2,PO4, PO6
5	Evaluate the effectiveness of on-the-job training methods in contrast to off-the-job training methods.	PO2,PO4, PO6
6	Discuss the challenges associated with training evaluation and propose strategies to address these challenges.	PO2,PO4, PO6
7	Analyze how organizations can leverage internal mobility to retain and develop their employees, ensuring a dynamic and adaptable workforce.	PO2,PO4, PO6
8	Analyze the effects of employee promotion on both individual career development and organizational performance.	PO2,PO4, PO6
9	Explain how employee transfer can be strategically used to address skill gaps, enhance cross-functional collaboration, and promote a diverse organizational culture.	PO2,PO4, PO6
10	Evaluate the significance of an employee induction process in enhancing organizational socialization.	PO2,PO4, PO6

Question No.	Questions	PO Attainment
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UNIT – 4: Performance appraisal and career planning

PART-A (Two Marks Questions)

1	Define performance appraisal and explain its significance in employee management.	PO1,PO4,PO6
2	Mention two key objectives of a well-designed performance appraisal process.	PO1,PO4,PO6
3	Outline the steps involved in the performance appraisal process.	PO1,PO4,PO6
4	Differentiate between graphic rating scales and 360-degree feedback as methods of performance appraisal.	PO1,PO4,PO6
5	Identify two common challenges organizations face during the performance appraisal process.	PO1,PO4,PO6
6	Explain the role of performance feedback in addressing performance-related issues and enhancing employee development.	PO1,PO4,PO6
7	Define career planning and its role in employee engagement and retention.	PO1,PO4,PO6
8	Mention two benefits of effective career planning for both employees and organizations.	PO1,PO4,PO6
9	Name a career development method that focuses on exposing employees to various job roles.	PO1,PO4,PO6
10	Explain how career development contributes to employee loyalty and organizational success.	PO1,PO4,PO6



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11	Define succession planning and its importance for organizational sustainability.	PO1,PO4,PO6
12	Provide an example of a situation where succession planning would be critical for an organization.	PO1,PO4,PO6
13	Define performance appraisal.	PO1,PO4,PO6
14	Differentiate between individual career planning and organizational career planning.	PO1,PO4,PO6
15	How does performance feedback help employees align their career aspirations with organizational goals?	PO1,PO4,PO6
16	Define succession planning.	PO1,PO4,PO6
PART-B (Ten Marks Questions)		
1	Explain the concept of performance appraisal and its role in managing employee performance.	PO1,PO4,PO6
2	Discuss the key components of an effective performance appraisal system, including goal setting, performance measurement, and feedback.	PO1,PO4,PO6
3	Critically analyze the advantages and disadvantages of different performance appraisal methods, such as ranking, forced distribution, and behaviorally anchored rating scales (BARS).	PO1,PO4,PO6
4	Discuss the importance of career planning for both employees and organizations.	PO1,PO4,PO6
5	Describe the steps involved in designing a comprehensive career planning program that aligns individual aspirations with organizational needs.	PO1,PO4,PO6
6	Evaluate the impact of effective performance feedback on employee growth and organizational success.	PO1,PO4,PO6
7	Describe the characteristics of constructive feedback and explain how it can enhance employee motivation, skill enhancement, and job satisfaction.	PO1,PO4,PO6
8	Explain the concept of succession planning and its strategic significance in ensuring organizational continuity and leadership stability.	PO1,PO4,PO6
9	Illustrate how effective career planning contributes to the success of succession planning initiatives.	PO1,PO4,PO6
Question No.	Questions	PO Attainment
UNIT – 5: Compensation management and grievance redressal		
PART-A (Two Marks Questions)		
1	Define compensation management and explain its role in employee motivation.	PO2,PO6
2	Mention two objectives of compensation planning.	PO2,PO6
3	Identify two internal factors that influence compensation decisions.	PO2,PO6
4	How do labor market trends impact compensation planning?	PO2,PO6
5	Explain the concept of executive compensation.	PO2,PO6
6	Name a compensation strategy that organizations use for retaining top-performing employees.	PO2,PO6



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7	Define job evaluation and its purpose in compensation management.	PO2,PO6
8	Name two potential sources of employee grievances.	PO2,PO6
9	How can unfair treatment lead to employee grievances?	PO2,PO6
10	Outline the stages of a typical grievance handling procedure.	PO2,PO6
11	Explain the importance of clear policies in a discipline system.	PO2,PO6
12	How can a well-structured compensation system help reduce employee grievances?	PO2,PO6
13	How does a fair compensation system contribute to employee discipline?	PO2,PO6
14	How does effective grievance handling impact overall employee satisfaction?	PO2,PO6

PART-B (Ten Marks Questions)

1	Explain the concept of compensation management and its significance in attracting, motivating, and retaining employees.	PO2,PO6
2	Discuss the primary objectives of compensation planning and how a well-designed compensation strategy contributes to organizational success.	PO2,PO6
3	Analyze the factors that influence compensation decisions within an organization. Consider external factors such as labor market trends, industry benchmarks, and economic conditions, as well as internal factors such as job roles, performance, and pay equity.	PO2,PO6
4	Describe the concept of compensation for special groups, such as executives, salespeople, and expatriates.	PO2,PO6
5	Discuss different job evaluation methods, such as job ranking, job grading, and point-factor systems. Compare these methods, highlighting their advantages and limitations.	PO2,PO6
6	Discuss the concept of grievance redressal and its importance in maintaining a harmonious work environment.	PO2,PO6
7	Outline the sources of employee grievances, including factors related to management, working conditions, and interpersonal relationships.	PO2,PO6
8	Explain the grievance handling procedure, including the stages involved in addressing and resolving employee grievances.	PO2,PO6
9	Examine the role of job evaluation in determining compensation for special groups within an organization.	PO2,PO6