

DKM COLLEGE FOR WOMEN (AUTONOMOUS),VELLORE-1.

DEPARTMENT OF MANAGEMENT STUDIES

QUESTION BANK

SUB: HUMAN RESOURCE MANAGEMENT

CLASS: III BBA

SECTION-A 2 Marks

1. Define HRM
2. What do you mean by Personnel Management?
3. Define Human Resource Planning.
4. Define Human Resource Development.
5. What is HR Audit?
6. Define Human Resource Information System.
7. What is Job Analysis?
8. Define job description.
9. What is meant by job evaluation?
10. What is job Specification?
11. Define Strategy.
12. What do you mean by Job Rotation?
13. What is job Design?
14. Define Recruitment.
15. What is meant by Selection?
16. What is Interview?
17. Define Orientation.
18. What is Induction?
19. Define Placement.
20. What is meant by career Planning?
21. What is career development?
22. What is training?
23. Define Coaching.
24. What is Brainstorming?
25. What is mentoring?
26. Define understudy.
27. What is Performance Appraisal?
28. Define Compensation.
29. What do you mean by incentives?
30. What is wage?
31. Define Salary.
32. What is Promotion?

33. Define demotion.
34. What is transfer?
35. What is meant by absenteeism?
36. What is lay-Off?
37. Define Voluntary Retirement Scheme?
38. What is retrenchment?
39. Define downsizing.
40. What is employee's turnover?
41. What is termination?
42. Define Career.
43. What is grading?
44. What is perception?
45. Define Advertisement.
46. What is Application pool?
47. Define Aptitude test?
48. What is meant by References?
49. What is a selection test?
50. What do you mean by screening of applications?

SECTION-B 5 MARKS & 10 MARKS

1. What is the nature of HRM?
2. What is the scope of HRM?
3. What is the difference between Personnel Management and HRM?
4. Explain various function of HRM.
5. What is meant by environment of HRM?
6. What is Strategic HRM?
7. Explain about Human Resource Planning.
8. What is Recruitment?
9. What are the different sources of recruitment?
10. Write a note on selection.
11. Write about steps in selection Process.
12. What do you mean by selection tests?
13. Explain about various types of Selection tests.
14. What are the different types of Interview?
15. Write about steps in interview process.
16. How to make an interview effective?
17. Write notes on Placement and induction.
18. What is training?
19. Why do organization need training?

20. Write about role played by training and development in an organization.
21. What is the importance of training?
22. Explain different methods of training.
23. Explain about Performance Appraisal.
24. What are the objectives of Performance Appraisal?
25. Write about Performance Appraisal Process.
26. Explain different methods of Performance Appraisal.
27. What do you mean by 360 degree Appraisal?
28. What are the benefits of Performance Appraisal?
29. What is management by objectives (MBO)?
30. What are the barriers to effective performance Appraisal?
31. Why compensation is important?
32. What is compensation management?
33. What is the difference between Job evaluation and Performance Appraisal?
34. What are the different methods of wage payment?
35. Explain executive Compensation.
36. What is transfer, Promotion and termination of Services?
37. What is career Development?
38. What is mentoring?
39. Explain about HR Audit.
40. What is the nature of HR Audit?
41. What are the advantages of the HR Audit?
42. What is the scope of HR Audit?
43. What are the different approaches to HR Audit?
44. What are the advantages of Training?
