

Q1). Functions of HRM ?

Ans Basic functions of HRM is Planning, organizing staffing leading and controlling.

HRM department regardless of the organizations size must perform following human rm. functions.

- Staffing (HR Planning)
- HRD
- benefits
- Safety and health
- Employee and labor relations
- Records maintaining etc.

Q2). Define Legislation and litigation ?

Ans (Legislation) refers to the act of making law.

(Litigation) refers to the legal proceedings in order to resolve a dispute.

Q3). What is Management ?

Ans Management is the process of working with different resources to accomplish organizational goals.

Functions of Management ?

Planning, organizing, leading, controlling

The outcome of the planning process is the organization strategy.

" " " " organizing " " " " structure.

" " " " leading is high level of motivation and Comm

" " " " Controlling is to accurate measurement of performance.

Q4). What is Managers and types of Managers ?

Ans The main role of organization is Managers who Participates in the management process Three types of Managers.

1. Strategic : are Senior executives of an organi and responsible for overall
2. Tactical : are responsible for translating the general goals and Plans developed by
3. Operational : low-level Manager known as Supervisor,



Q4). Define Managers role ?

- Ans. a. Interpersonal roles.
b. Informational roles.
c. Decisional roles.

Q5) HR Professional responsibilities.

Line Manager :-

Line Managers always ^{have} someone's boss.

Staff Manager :-

Staff Managers are HR Managers because they hire.

Q6) The Basic OB Model?

Ans. Study Organization at three levels:-

1. Organization
2. Group
3. Individual

Q7). Important environmental challenges. External challenges.

1. Rapid Change
2. work force Diversity
3. Globalization.
4. Legislation
5. Technology
6. .

Q8) Define Downsizing ?

Ans periodic reductions in a company work force to improve its bottom line - often called downsizing.

Q9) Define QWL & TQM ?

Ans QWL High quality work life is related to job satisfaction. which in turn is a strong predictor of turnover.

TQM Total Quality Manager. which are improve the quality of all processes that lead a final product or service.

Q10). How to avoid Blacklash?

A strong negative reaction by a large number of people.

- ① Adapt work force diversity.
- ② Top management also communicate.
- ③ ~~Do~~ Involve everyone in Diversity.
- ④ Avoid Stereotype.

Q11) Difference b/w Reactive & Proactive response?

Reactive response involves simply reacting to environmental changes after they occur.

Proactive response involves taking actions in anticipation of environmental change.

Q12) Law for Age & Disabled.

(ADEA) Age Discrimination Employment Act 1967.

Age 40 years.

(ADA) Americans with disabilities qualified individuals discrimination against.

Q13). Affirmative action?

Steps that are taken for eliminating the present effects of past discrimination.

Q14) What is HRP?

Plans or method for achieving a desired result. Goals are objectives or specific result you want to achieve.

Q15) Benefits of HR planning?

1. Helps in planning job assignments.
2. Helps cope with in staffing.
3. Identifying recruiting needs.
4. provide other useful information.

Q16) Define components of organization?

1. Task
2. people
3. Structure
4. Technology

Q17) Importance of HRP?

1. Globalization of Business
2. New technologies
3. Legal developments
4. Changing skill levels in workforce.
5. Merge & Acquisitions.

Q18) Define HRIS?

Human Resource Information System are used to collect record and store analyze and retrieve data concerning an organizations human resource.

Q19) Define Recruitment and Selection?

are formed from the information gathered from a job analysis which help management decide what sort of people to recruit and hire.

Q20) Define Diary logs?

Employee record every activity he/she engage in a diary or log along with amount of time to perform each activity to produce complete pic of Job.

Q21 Characteristics of Job interview?

Ans. Job analyst and Supervisor should identify who are best for this Job.

2. Establish a report with interview.

3. review and verify the data.

Note: How to prepare Mid term Exams for MGT501 (HRM)

Q why employers are afraid to hire disabled employees.

Ans. Employers may be afraid to hire disabled employees due to concerns about productivity limitations, higher absenteeism or turnover, stigma and bias, and challenges in communication and interaction.

Q. 5 personality traits?

The Big five personality dimensions are.

1. Conscientiousness (dependant)
2. extroversion (Jan parun)
3. openness to experience. (new learn) (charat)
4. emotional stability (Jai dependant)
5. agreeableness. (Nature).

Q. Types of Teams?

Four types of Teams.

1. Self Managed Teams. ()
2. Cross Departmental Team. (Specific work)
3. Quality Circles. (Similar work of Groups)
4. Virtual Team. (~~work too much assigned~~). online Teams.

Q. Define Brain drain?

Ans. well educated workers leaves you and go to other Company. Negative impact.

Q. What is Stereotyping ?

Ans To believe unfairly that all people or things with a particular characteristic are the same.

Q. Compensation and benefits ?

Compensation include all rewards that individuals receive as a result of their employment.

- pay
- Benefit
- Non financial reward.

Q. Distinguish among

HR Executives :-

Top-level Managers, who report directly to the CEO.

HR Generalists:-

who perform tasks in a wide variety of human resource-related areas.

HR Specialists:-

are Non-Manager also who concerned with only one of the functional areas of HRM.

Q. Forecasting HRR

1. Zero-Base forecasting
2. Bottom-up Approach
3. Mathematical Models.
4. Simulation.

Q. Shortage workers forecasted:-

- a. Creative Recruiting
- b. Compensation Incentives.
- c. Training.
- d. Selection Standards.

Q. HR Planning process.

1. View organization Mission.
2. SWOT analysis.
3. Set strategic goals.

Q. Job analysis.

Ans View of Unsigned positions.

- Job • position • Task • Duty • Responsibility.

Q. Job description & Job Specification.

A Job description is a written statement of what the Job holder actually does, and under what conditions the Job is performed.

A Job Specification is a document containing the minimum acceptable qualifications that a person should possess in order to perform Job.

Q. Steps in Selection process?

1. Initial Screening.
2. Application Blank.
3. pre-employment Testing.
4. Interview.
5. Background Check.
6. Conditional Job offer.
7. Medical Exam / Drug Test.
8. Final Selection Decision.