

# VINAYAKA MISSIONS SIKKIM UNIVERSITY

(Estd. by Sikkim Legislative Act vide VMSU Act No.11 of 2008)

## DIRECTORATE OF DISTANCE EDUCATION

NH 10-A, Tadong, East Sikkim-737102

[www.vmsuniversity.in](http://www.vmsuniversity.in) :: E-Mail: [dir.dde@vmsuniversity.in](mailto:dir.dde@vmsuniversity.in)

Phone: 93323-67555/03592-232588

**Programme:** MBA

**Session:** 2015-16

**Full Marks:** 10

**Course/Subject Name:** Human Resource management and Organization Behaviour **Course/Subject Code:** CM 4203

**Assignment No.** 1

**Last Date of Submission:** 31<sup>st</sup> March 2016

**NOTE : All Sections in the Assignments are compulsory to be attempted as per Instructions.**

Section -A

**Choose the correct option**

**0.5x10 = 5**

1. The Human Resource development in any organization should first:
  - a) Formulate HR plans
  - b) Determine development approaches
  - c) Identify capabilities
  - d) Assess the need for development
2. HRM is \_\_\_\_\_.
  - a) legally oriented
  - b) employer oriented
  - c) employee oriented
  - d) none
3. The step in recruitment process in which the candidates are short listed fulfilling the minimum requirements of the job is classified as:
  - a) Pre employment screening
  - b) Placement screening
  - c) Compensatory screening
  - d) Affirmative screening
4. The who assist other managers in HR functions of management process is:
  - a) Line manager
  - b) First line supervisor
  - c) Staff manager
  - d) none
5. Recruiting employee and giving them training leads to:
  - a) Staffing
  - b) leading
  - c) organizing
  - d) controlling
6. The concept of four level training evaluation i.e. reaction, learning, behavoiur and results is given by:
  - a) John
  - b) Williams
  - c) Robert Mathis
  - d) Donald Kirkpatrick
7. The learning practice which consider the performance of trainees of all the duties and tasks related to the job is referred to as:
  - a) Spaced practice
  - b) Active practice
  - c) Massed practice
  - d) Spatial practice
8. In career planning the strong vocational interest inventory and lindys study of values are tests used for:

- a) Self assessment   b) reality feedback   c) spaced assessment   d) massed assessment

9. Selection is:

- a) positive                                      b) objective                                      c) normative                                      d) subjective

10. Tests that measures traits, temperament or disposition comes under:

- a) Manual dexterity tests      b) Personality test      c) Work sample tests      d) Intelligence tests

Section -B

**Answer any Five questions from the following within 50 words**

**[1x5=5]**

1. What is the main objective of Human Resource Management?
2. List out few external factors governing recruitment.
3. Differentiate personnel management and human resources.
4. What is the main objective of training?
5. Define Management Succession Planning.
6. What qualities does HR manager should possess?
7. What aspects are being tested in manual dexterity test?

.....

# VINAYAKA MISSIONS SIKKIM UNIVERSITY

(Estd. by Sikkim Legislative Act vide VMSU Act No.11 of 2008)

## DIRECTORATE OF DISTANCE EDUCATION

NH 10-A, Tadong, East Sikkim-737102

[www.vmsuniversity.in](http://www.vmsuniversity.in) :: E-Mail: [dir.dde@vmsuniversity.in](mailto:dir.dde@vmsuniversity.in)

Phone: 93323-67555/03592-232588

**Programme:** MBA

**Session:** 2015-16

**Full Marks:** 10

**Course/Subject Name:** Human Resource management and Organization Behaviour **Course/Subject Code:** CM 4203

**Assignment No.** 2

**Last Date of Submission:** 15<sup>th</sup> April 2016

**NOTE : All Sections in the Assignments are compulsory to be attempted as per Instructions.**

Section -A

**Choose the correct option**

**0.5x10 = 5**

- Aligning and evaluating the employee's performance with that of company's set goal is called:
  - Performance management
  - Appraisal management
  - Hierarchy of management
  - None
- The performance rating as good or bad on numeric rating scale is called
  - Paired compensation method
  - Forced distribution method
  - Behaviorally anchored rating scale
  - Critical incident method
- Organization behavior is concerned with understanding, prediction and control of \_\_\_\_\_ in an organization:
  - policies
  - principles
  - methods
  - human behavior
- OB management building and a feeling of a partnership with employees is based on:
  - Custodial model
  - Collegial model
  - Supportive model
  - Autocratic model
- Resistance to change can be caused by:
  - Habit
  - Inconvenience
  - Selective perception
  - All of the above
- \_\_\_\_\_ is a process that deals with facilitating system wide change in an organization.
  - Organization development
  - Organizational change management

- c) Organization theory
  - d) none
7. \_\_\_\_\_ is the father of organization development.
- a) F.W Taylor
  - b) Max Weber
  - c) Kurt Lewin
  - d) Peter Drucker
8. Retrenchment, stability and growth posture comes under:
- a) Strategic change
  - b) Structural change
  - c) Organizational change
  - d) Technological change
9. On which of the following methods the various committees and councils are constituted and represented on the basis of equal representation.
- a) Association                      b) Decisive                      c) Consultative                      d) Informative
10. Changes can be brought either by recruiting new employee or training them for new jobs. Such changes comes under:
- a) Structural adaptation
  - b) Technology adaptation
  - c) Task adaptation
  - d) Individual adaptation

Section -B

**Answer any Five questions from the following within 50 words**

**[1x5=5]**

1. Define performance appraisal.
2. What is the objective of Graphic scales method in performance appraisal?
3. Specify the scope of Organization behavior?
4. According to Litwin and stringer name the factors which effect organization climate.
5. Define organizational development.
6. What do you mean by perception?
7. What are the different types of compensation?

.....

# VINAYAKA MISSIONS SIKKIM UNIVERSITY

(Estd. by Sikkim Legislative Act vide VMSU Act No.11 of 2008)

## DIRECTORATE OF DISTANCE EDUCATION

NH 10-A, Tadong, East Sikkim-737102

[www.vmsuniversity.in](http://www.vmsuniversity.in) :: E-Mail: [dir.dde@vmsuniversity.in](mailto:dir.dde@vmsuniversity.in)

Phone: 93323-67555/03592-232588

**Programme:** MBA

**Session:** 2015-16

**Full Marks:** 5

**Course/Subject Name:** Human Resource management and Organization Behaviour **Course/Subject Code:** CM 4203

**Assignment No.** 3

**Last Date of Submission:** 15<sup>th</sup> April 2016

### **Choose the correct option**

**0.5x10 = 5**

1. The scope of HRM includes:
  - a) HR training and development
  - b) Retirement and separation of employee
  - c) Industrial relations
  - d) All of the above
2. \_\_\_\_\_ is a procedure of fitting the right person into the right job.
  - a) Placement
  - b) Selection
  - c) interviewing
  - d) Administering test
3. The \_\_\_\_\_ prioritize the career of individual over the needs of organization.
  - a) Tactile career planning
  - b) Organization centered career planning
  - c) Individual centered career planning
  - d) Compression career planning
4. The training done in guidance of instructor on one place and having trainees at different location is classified as:
  - a) Distance training
  - b) E-training
  - c) tactile training
  - d) none
5. The term procurement stands for:
  - a) Training and development
  - b) Pay and benefits
  - c) Health and safety
  - d) Requirement and selection
6. The first step in appraising process is:
  - a) Training session
  - b) Defining the job
  - c) Feedback session
  - d) Interview session

7. When the rating of an employee trait biases its performance on other traits is called:
- a) Halo effect          b) narrow effect          c) broad effect          d) none
8. In \_\_\_\_\_ participation, management has prerogative to make decision on various issues including those concerned with workers and the power of workers is limited to getting information.
- a) Administrative          b) Consultative          c) Informative          d) None
9. Organizational change brings :
- a) Organizational behavior  
b) Organization development  
c) Organizational structure  
d) All of the above
10. A person who initiates, stimulates or facilitate a change program is called:
- a) Organization development manager  
b) Organization development stimulator  
c) Organization development facilitator  
d) Organization development practitioner
- .....