

# QB365 Question Bank Software Study Materials

## Fundamentals of Human Resource Management Important 2,3 & 5 Marks Questions With Answers (Book Back and Creative)

12th Standard

Commerce

Total Marks : 75

### 2 Marks

10 x 2 = 20

1) What is Human Resource Management?

**Answer :** (i) The branch of management that deals with managing human resource is known as Human resource management.  
(ii) Human resource management is a function of management concerned with hiring, motivating and maintaining people in an organisation. It focuses on people in an organisation.

2) State two features of HRM.

**Answer : Universally relevant :**

Human Resource Management has universal relevance.

**Goal Oriented :**

The accomplishment of organizational goals is made possible through best utilization of human resource in an organization.

3) Mention two characteristics of Human Resource.

**Answer :** (i) Human resource is the only factor of production that lives.

(ii) Human resources create all other resources.

4) What are the managerial functions of HRM?

**Answer :** (i) Planning

(ii) Organising

(iii) Directing

(iv) Controlling

5) Give the meaning of Human Resource.

**Answer :** (i) The organisation recruits, selects and utilises high quality human resource the sustainability remains a question.

(ii) In order to accomplish personal and organisational objectives the unique asset called human resource.

6) List the functions of HRM.

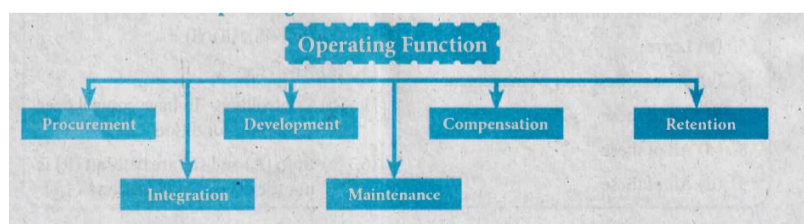
**Answer :** The functions of human resource management may be classified as under:

(i) Managerial function

(ii) Operative functions

7) What are the operating functions of HRM?

**Answer :**



8) What do you mean by Retention?

**Answer :** This is made possible through health and safety, welfare, social security, job satisfaction and quality of work life.

9) What is Directing?

**Answer :** (i) It involves issue of orders and instructions along with supervision, guidance and motivation to get the best out of employees.

(ii) This reduces waste of time, energy and money and early attainment of organisational objectives.

10) What is Integration?

**Answer :** It is concerned with the those activities that aim to bring about reconciliation between personal interest and organisational interest.

**3 Marks**

10 x 3 = 30

11) Define the term Human Resource Management.

**Answer :** In the words of E.F.L. Breach, HRM as that part of management process which is primarily concerned with the human constituents of an organisation.

12) What are the characteristics of Human resources? (any 3)

**Answer :** The unique, peculiar and distinctive features of human resources are as under :

- (i) Human resource is the only factor of production that lives.
- (ii) Human resource created all other resources.
- (iii) It is only the labour of employees that is hired and not the employee himself.
- (iv) Human resource exhibits innovation and creativity.

13) What is the significance of Human resource? (any 3)

**Answer :** The vital resource namely human resource is significant because of the following reasons :

- (i) It is only through human resource all other resources are effectively used.
- (ii) Industrial relations depend on human resource.
- (iii) Human relations is possible only through human resource.
- (iv) Human resource manages all other factors of production.

14) Give two points of differences between HR and HRM.

**Answer :**

	<b>Human Resources</b>	<b>Human Resource Management</b>
1.	In an organisation the human resource are the employees who are inevitable for the survival and success of the enterprise.	1. Human Resource Management is a function of management concerned with hiring, motivating and maintaining people in an organisation.
2.	Human resource created all other resource.	2. It focuses on people in an organisation.

15) What is the importance of Human resource?

**Answer :** The vital resource namely human resource is significant because of the following reasons:

- (i) It is only through human resource all other resources are effectively used
- (ii) Industrial relations depend on human resource.
- (iii) Human relations is possible only through human resource
- (iv) Human resource manages all other factors of production
- (v) Human resource can be utilised at all levels of management
- (vi) Human resources are well protected by legislative frameworks.

16) State the functions of Human Resource Management.

**Answer :** The functions of human resource management may be classified as:

- (i) Managerial function
- (ii) Operative function

**(i) Managerial function:**

Planning  
Directing  
Organising  
Controlling

**(ii) Operative function:**

- (i) Procurement
- (ii) Compensation
- (iii) Integration
- (iv) Development
- (v) Retention
- (vi) Maintenance

17) Define the term Human Resource.

**Answer :** According to Dale Yoder human resource management as "the effective process of planning and directing the application, development and utilisation of human resources in employment".

18) What do you mean by systematic approach?

**Answer :** (i) Human resource management lays emphasis on a systematic approach in managing the tasks performed by human resource of an organisation.  
(ii) The two sets of functions performed are managerial and operative functions.

19) How should a employer must appraise the performance of employees?

**Answer :** (i) Periodical appraisal of performance of employees through human resource management activities boosts up good performers and motivates slow performers.  
(ii) It helps the workforce to identify their level of performance.

20) What is the integrative tool of management?

**Answer :** The main idea behind managing the human resource is to motivate, participate and coordinate the available workforce.

**5 Marks**

5 x 5 = 25

21) Explain the characteristics of Human Resource.(any 5)

**Answer :** The characteristics of Human Resource :

- (i) Human resource is the only factor of production that lives.
- (ii) Human resource created all other resources.
- (iii) It is only the labour of employees that is hired and not the employee himself.
- (iv) Human resource exhibits innovation and creativity.
- (v) Human resource alone can think, act analyse and interpret.
- (vi) Human resources are emotional beings.

22) Describe the significance of Human Resource Management.(any 5)

**Answer : (i) To identify manpower needs :**

Determination of manpower needs in an organisation is very important as it is a form of investment. The number of men required are to be identified accurately to optimise the cost.

**(ii) To incorporate change :**

Change is constant in any organisation and this change has to be introduced in such a way that the human resource management acts as an agent to make the change effective.

**(iii) To ensure the correct requirement of manpower :**

At any time the organisation should not suffer from shortage or surplus manpower which is made possible through human resource management.

**(iv) To select right man for right job :**

Human resource management ensures the right talent available for the right job, so that no employee is either under qualified or over qualified.

**(v) To update the skill and knowledge :**

Managing human resource plays a significant role in the process of employee skill and knowledge enhancement to enable the employees to remain up to date through training and development programmes.

23) Discuss the Operating functions of HRM.

**Answer :** The operating functions of HRM are as follows:

**(i) Procurement:**

Acquisition deals with job analysis, human resource planning, recruitment, selection, placement, transfer and promotion.

**(ii) Development:**

Development includes performance appraisal, training, executive development, career planning and development, organisational development.

**(iii) Compensation :**

It deals with job evaluation, wage and salary administration, incentives, bonus, fringe benefits and social security schemes.

**(iv) Retention:**

This is made possible through health and safety, welfare, social security, job satisfaction and quality of work life.

**(v) Integration:**

It is concerned with those activities that aim to bring about reconciliation between personal interest and organisational interest.

**(vi) Maintenance:**

This encourages employees to work with job satisfaction, reducing labour turnover, accounting for human resource and carrying out audit and research.

24) Why human resource is significant?

**Answer :** The vital resource namely human resource is Significant because of the following reasons:

(i) It is only through human resource all other resources are effectively used.

(ii) The sustainable growth of an organisation depends on the important resource called human resource.

(iii) Industrial relations depend on human resource.

(iv) Human relations is possible only through human resource.

(v) Human resource manages all other factors of production.

(vi) The skill sets of the human resources can be improved through training and development programmes.

(vii) Human resource can be utilised at all levels of management.

(viii) Human resources are well protected by legislative frame works.

25) Explain the features of Human resource management.

**Answer :** The following are the characteristics of human resource management:

- (i) Universally relevant: Human Resource Management has universal relevance. The approach, and style varies depending the nature of organisation structure and is applicable at all level.
- (ii) Goal oriented: The accomplishment of organisational goals is made possible through best utilisation of human resource in an organisation.
- (iii) A systematic approach: Human resource management lays emphasis on a systematic approach in managing the tasks performed by human resource of an organisation. The two sets of functions performed are managerial and operative functions.
- (iv) It is all pervasive: Wherever there is existence of human resource the effective management of the available human resource is very important especially in functional areas.
- (v) It is a continuous process: As long as there is human resource in the running of an organisation, the activities relating to managing human resource exists.
- (vi) It is an integrative tool: The main idea behind managing the human resource is to motivate, participate and coordinate the available work force.
- (vii) Focuses on development: Human resource management focuses on the development of manpower through training and development programmes.