

CLASS 12- BUSINESS STUDIES

Human Resource Management.

ANSWER KEY

A. Short Answer Type Questions.

1. Define Human Resource Management.

Answer:

Human Resource Management is that field of management which has to do with planning, organizing and controlling the functions of procuring, developing, maintaining and utilizing the labour force to achieve its organizational goals.

2. Mention two characteristics of Human Resource Management.

Answer:

The characteristics of Human Resource Management are:

- i. The scope of HRM is very wide.**
- ii. HRM is the responsibility of every manager.**

3. Mention two functions of Human Resource Management.

Answer:

The two functions of Human Resource Management.

- i. Managerial functions**
- ii. Operative functions**

4. Human Resource Management has multiple objectives. Elucidate.

Answer:

HRM has three types of objectives: -

- i. Organizational Objective- To ensure efficiency and effectiveness of the organization**
- ii. Employee Objective- To ensure maximum development and satisfaction of every employee.**
- iii. Social Objective – To ensure industrial peace and progress in society.**

B. Long Answer Type Questions.

1. Describe the characteristics of Human Resource Management.

Answer:

Key Points are mentioned below which has to be written in details.

- i. Comprehensive Function**
- ii. People Oriented**
- iii. Action Oriented**

iv. Development Oriented

v. Pervasive Function

vi. Continuous Function

vii. Challenging Function

viii. Staff Function

ix. Science as well Art

x. Individual Oriented

2. Why is Human Resource Management considered important? Explain.

Answer:

HRM is considered important because of following points below:

i. Significance for an enterprise (Explain 4 points)

ii. Professional Significance (Explain 3 points)

iii. Social Significance (Explain 3 points)

iv. National Significance (Explain 5 points)

3. Human Resource Management involves two categories of functions. - Managerial and Operative. Describe these functions.

Answer:

1. Under Managerial functions explain – Planning,organizing,directing and controlling.

2.Under Operative functions explain –

i. Procurement Function - Explain: Job analysis, HR planning, Recruitment, Selection, Placement and Induction.

ii. Development Function – Explain: Performance Appraisal and Training.

iii. Compensation Function – Explain: Job Evaluation, Wage and Salary Administration, Bonus and Incentive.

iv. Integration Function - Explain: Motivation, Job Satisfaction, Conflict Management and Participation of Employees.

v. Maintenance Function - Explain: Health, Safety and Social Security.