

Enrollment No.....



Faculty of Management Studies

End Sem Examination May-2024

MS3CO07 Human Resource Management

Programme: BBA

Branch/Specialisation: Management

Duration: 3 Hrs.**Maximum Marks: 60**

Note: All questions are compulsory. Internal choices, if any, are indicated. Answers of Q.1 (MCQs) should be written in full instead of only a, b, c or d. Assume suitable data if necessary. Notations and symbols have their usual meaning.

- Q.1 i. Which of the following is not a function of Human Resource Management (HRM)? **1**
- (a) Recruitment and selection
 - (b) Marketing and sales
 - (c) Training and development
 - (d) Performance management
- ii. What is the primary goal of human resource management? **1**
- (a) Maximizing individual employee satisfaction
 - (b) Minimizing labor costs
 - (c) Enhancing organizational performance through effective management of human resources
 - (d) Reducing employee turnover
- iii. What is the primary purpose of job analysis? **1**
- (a) Determining employee compensation
 - (b) Identifying training needs
 - (c) Evaluating employee performance
 - (d) Assessing market trends
- iv. Which document provides a detailed summary of a job's duties, responsibilities, and reporting relationships? **1**
- (a) Job analysis report
 - (b) Job specification
 - (c) Job description
 - (d) Job advertisement
- v. Which of the following is a method of on-the-job training? **1**
- (a) Role-playing
 - (b) E-learning
 - (c) Classroom training
 - (d) Apprenticeships

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vi.	Executive development programs are designed to:	1
	(a) Recruit new executives	
	(b) Prepare current executives for leadership roles	
	(c) Enhance employees' technical skills	
	(d) Promote teamwork in the workplace	
vii.	Which of the following is an example of a supplementary component of employee remuneration?	1
	(a) Base salary (b) Overtime pay	
	(c) Fixed allowances (d) Monthly bonus	
viii.	What is the primary purpose of job evaluation?	1
	(a) Determining employee benefits	
	(b) Assessing employee performance	
	(c) Establishing the relative worth of different jobs	
	(d) Setting organizational goals	
ix.	What are the objectives of performance appraisal?	1
	(a) Employee discipline (b) Identifying training needs	
	(c) Grievance resolution (d) None of these	
x.	Which of the following is a limitation of traditional performance appraisal methods?	1
	(a) High objectivity (b) Future-oriented focus	
	(c) Subjectivity and bias (c) Comprehensive feedback	
Q.2	i. Define HRM.	2
	ii. What are the primary responsibilities of an HR manager in an organization?	3
	iii. Explain the challenges faced by HR managers in today's work environment.	5
OR	iv. What are the key functions of HRM? How do they contribute to the success of an organization?	5
Q.3	i. Define job analysis.	2
	ii. HR planning is a critical aspect of strategic human resource management. Discuss the key steps involved in HR planning. How it aligns with an organization's goals and objectives? Highlight the challenges that HR planners may encounter in the process.	8
OR	iii. Describe the steps involved in the recruitment and selection process. Discuss the importance of job descriptions and job specifications in ensuring a successful recruitment process.	8

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Q.4	i. Differentiate training and development.	3
	ii. Explain the concept, importance and methods of training.	7
OR	iii. Discuss the significance of career planning and development for both employees and organizations.	7
Q.5	i. Explain the concept of job evaluation and its significance in compensation management.	4
	ii. What are the components of employee remuneration, and how do they differ from base to supplementary components?	6
OR	iii. Provide an overview of the key areas covered under employee maintenance, including welfare, health and safety, and social security.	6
Q.6	Attempt any two:	
	i. Explain the concept and objectives of performance and potential appraisal.	5
	ii. What are the limitations of traditional methods of performance appraisal?	5
	iii. Explain the 360-degree appraisal technique and its benefits.	5

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Marking Scheme

MS3CO07 (T) Human Resource Management

Q.1	i)	B	1
	ii)	C	1
	iii)	B	1
	iv)	C	1
	v)	D	1
	vi)	B	1
	vii)	B	1
	viii)	C	1
	ix)	B	1
	x)	C	1
Q.2	i.	Define HRM. – 2 Marks	2
	ii.	What are the primary responsibilities and key roles of an HR manager in an organization? Responsibilities – 1.5 Marks Roles – 1.5 Marks	3
	iii.	Explain the challenges faced by HR managers in today's work environment. At least 5 challenges – 5 Marks	5
	OR iv.	What are the key functions of HRM, and how do they contribute to the success of an organization? Function of HRM - 3 marks Contribution to success – 2 Marks	5
Q.3	i.	Define job analysis. – 2 Marks	2
	ii.	HR planning is a critical aspect of strategic human resource management. Discuss the key steps involved in HR planning and how it aligns with an organization's goals and objectives. Highlight the challenges that HR planners may encounter in the process. HR Planning – 2 Marks Steps involved in HR planning – 2 Marks Align with goal – 2 Marks Challenges – 2 Marks	8
	OR iii.	Describe the steps involved in the recruitment and selection process. Discuss the importance of job descriptions and job specifications in ensuring a successful recruitment process. Provide practical insights into how organizations can improve their recruitment and selection procedures. Steps – 2 Marks	8

Importance – 2 Marks
Example for improvement – 2 Marks

Q.4	i.	Differentiate training and development.	3
	ii.	Explain the concept, importance and methods of training. Concept – 1 Mark Importance- 2 Marks Methods – 4 Marks	7
OR	iii.	Discuss the significance of career planning and development for both employees and organizations. Significance for Employees – 3.5 Marks Significance for Employer-3.5 Marks	7
Q.5	i.	Explain the concept of job evaluation and its significance in compensation management. Concept – 2 Marks Significance 2 Marks	4
	ii.	What are the components of employee remuneration, and how do they differ from base to supplementary components? Component – 2 Marks Difference- 4 Marks	6
OR	iii.	Provide an overview of the key areas covered under employee maintenance, including welfare, health and safety, and social security.	6
Q.6	i.	Explain the concept and objectives of performance and potential appraisal. concept and objectives 3+3	6
	ii.	What are the limitations of traditional methods of performance appraisal?	6
	iii.	Explain the 360-degree appraisal technique and its benefits.	6
