Total No. of Questions: 6   *Total No. of Printed Pages:2*

Enrollment No.....................................

Faculty of Management Studies / Commerce

End Sem Examination Dec-2023

MS3CO07 / CM3CO07 Human Resource Management

Programme: BBA /   Branch/Specialisation: Management /
B.Com.(Hons.)   Commerce

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.   HRM aims to maximize employees' as well as organizations'-   **1**
         (a) Effectiveness   (b) Economy
         (c) Efficiency   (d) Performativity
     ii. HRM function does not involve-   **1**
         (a) Recruitment   (b) Selection   (c) Cost control   (d) Training
     iii. How often HR planning process is implemented within an organization?   **1**
         (a) Continuously   (b) Annually   (c) Bi-annually   (d) Quarterly
     iv. Job analysis process is-   **1**
         (a) Mostly informal   (b) Specialized
         (c) Highly formal   (d) Mostly technical
     v.   _____ may be defined as sequence of separate, but related work activities providing for continuity, order and meaning in a person's life.   **1**
         (a) Occupation   (b) Job   (c) Career   (d) Task
     vi. Which of the following is not a method of on-the-job training?   **1**
         (a) Supervision   (b) Role play
         (c) Job instruction   (d) Job rotation
     vii. Job evaluation helps in assessing-   **1**
         (a) Number of employees to be hired
         (b) Relative value of various jobs
         (c) Performance
         (d) Safety

viii. Compensation is a systematic approach to provide monetary value to employees in exchange for _____.   **1**
     (a) Skills   (b) Knowledge
     (c) Work performed   (d) Damages held
ix. Which of the following is not a performance appraisal bias?   **1**
     (a) Halo effect   (b) Central tendency
     (c) Personal bias   (d) Wrong survey
x.   _____ evaluates whether human resource programs being implemented in the organization have been effective.   **1**
     (a) Performance appraisal   (b) Feedback
     (c) Survey   (d) Exit interviews

Q.2 i.   Define HRM.   **2**
     ii. What are the challenges in HRM?   **3**
     iii. Explain the functions of HRM & roles of HR manager.   **5**
OR   iv. Differentiate between personnel management and HRM.   **5**

Q.3 i.   Define job analysis.   **2**
     ii. What is HRP? Explain the process of HRP.   **8**
OR   iii. What is recruitment? Discuss the sources of recruitment in detail.   **8**

Q.4 i.   What is career planning?   **2**
     ii. Define training. Explain various methods of training.   **8**
OR   iii. Discuss the steps for designing a training programme.   **8**

Q.5 i.   Define employee welfare.   **2**
     ii. Define job evaluation. Explain the process of job evaluation.   **8**
OR   iii. Explain in detail the components of employee remuneration.   **8**

Q.6   Attempt any two:
     i.   What is performance appraisal? Discuss the objectives of performance appraisal.   **5**
     ii. Explain the methods of performance appraisal in detail.   **5**
     iii. Write a short note on employee grievances and their redressal.   **5**

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