

Internal Assessment Test – I with ans

Sub:	HUMAN RESOURCE MANAGEMENT					Code:	17MBA21		
Date:	22.03.2018	Duration:	90 mins	Max Marks:	40	Sem:	II	Branch:	MBA

		Marks	OBE	
			CO	RBT
Part A - Answer Any Two Full Questions (16*02=32 Marks)				
1 (a)	<p>List 3 function of HRM.</p> <p>Managerial Functions</p> <ul style="list-style-type: none"> • Planning • Organizing • Directing: • Controlling: <p>Operative Functions:</p> <p>The operative functions of personnel management are related to specific activities of personnel management such as employment, development, compensation and relations.</p>	[02]	CO1	L1
(b)	<p>HRM is considered as very essential tool for modern organization"- Infer on the statement.</p> <p>Human resources is important to organizations in 10 specific areas, ranging from strategic planning to company image. HR practitioners in a small business who have well-rounded expertise provide a number of services to employees. The areas in which HR maintains control can enhance employees' perception of HR throughout the workforce when they believe HR considers employees to be its internal customers and renders services with that in mind.</p> <p>Strategy Compensation Benefits Safety Liability Training and Development. Employee Satisfaction Recruitment. Selection Compliance</p>	[06]	CO2	L2

<p>(c) Explain various methods for collecting data for job analysis.</p> <ol style="list-style-type: none"> 1. Questionnaire 2. Checklist 3. Interview 4. Observation 5. Technical conference 6. Self-recording of diary 7. Critical incident 8. Task inventory analysis 	[08]	CO1	L1
<p>2 (a) Define Job Specification, Job Description.</p> <p>Job Description:-</p> <p>According to Robert kreitner, “job description is a concise document that outlines the role expectations and skill requirements for a specific job.”</p> <p>Job Specification:-</p> <p>According to Edwin B Flippo, “job specification is a statement of the minimum acceptable human qualities necessary to perform a job properly.”</p>	[02]	CO2	L1
<p>(b) Compare and contrast between personnel management and HRM.</p> <p>personnel management</p> <ul style="list-style-type: none"> ➤ It has limited scope and is considered to be a part of HRM. ➤ It views employees as a labour and utilises them for the benefit of the organisation. ➤ It is an independent function of the organisation. ➤ It aims to monitor the day to day activities of labour. ➤ There are many job categories and grades. <p>It focuses on the interests of the organisation.</p> <p>HRM</p> <ul style="list-style-type: none"> ➤ It is broader in scope and also incorporates the tasks of personnel management. 	[06]	CO1	L2

<ul style="list-style-type: none"> ➤ It views employees as important asset for the development of the organisation. ➤ It is taken as an integral part of the organisation. ➤ It has a nurturing approach towards labour. ➤ There are less job categories and grades. ➤ It focuses on the mutual interests of the organisation as well as the employees. 			
<p>(c) Elaborate on 10 essential principles of HRM.</p> <ol style="list-style-type: none"> 1) Comprehensiveness 2) Credibility 3) Communication 4) Cost-effectiveness 5) Creativity 6) Coherence 7) Competence 8) Control 9) Change 10) Commitment 	[08]	CO3	L3
<p>3 (a) What do you mean by Human Resource Management?</p> <p>HRM is a series of integrated decisions that form the employment relationship, their quality contributes to the ability of the organizations and the employees to achieve their objectives.</p>	[02]	CO3	L3
<p>(b) .Critically examine the importance of HRM’s in today’s scenario.</p> <ol style="list-style-type: none"> 1. It focuses on results rather than rules. 2. It tries to help employees develop their potential fully. 3. It encourages employees to give their best to the organisation. 4. It tries to put people on assigned job in order to produce good results. 5. It helps in organisation meet its goals in the future by providing competent and well-motivated employees. 6. It is all about people at work both at individual as well as group level. 	[06]	CO2	L3
<p>(c) Analyze various steps involved in Human Resource Planning with proper example?</p>	[08]	CO1	L3

	<ol style="list-style-type: none"> 1. Forecast future human resource needs. 2. Estimating supply. 3. Matching supply and demand. 4. Designing employment policy. <p>Appraisal of human resource planning</p>		
	Part B - Compulsory (01*08=08 marks)		
4			
(a)	<p>As a part of hiring process, Ashish an applicant is applying for the job as HR manger. Briefly write the job description, along with the job specification.</p> <p>HR manager's role</p> <ol style="list-style-type: none"> 1. Develop a Plan for Hiring 2. Participate in the Job Analysis Process <p>Provide Recruitment Input</p> <p>Participate in the Development and Review of Applicant Evaluation Questionnaires</p> <p>Use the Interview to Your Advantage</p> <p>Evaluate Outcomes</p> <p>Provide for a Smooth Transition into Federal Service</p> <p>HR Manager's Responsibilities</p> <p>Include:</p> <p>Developing and implementing HR strategies and initiatives aligned with the overall business strategy</p> <p>Bridging management and employee relations by addressing demands, grievances or other issues</p> <p>Managing the recruitment and selection process</p>	[04]	CO1 L4
(b)	<p>Discuss the qualities, of HR manager working for ABC company.</p> <p>Knowledge</p> <p>Creativity</p> <p>Structure</p> <p>Commitment</p> <p>Flexibility.</p>	[04]	CO3 L4

Course Outcomes		PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9
CO1:	To understand the HRM concepts and theory	1a 1b 6c	3b	5a						
CO2:	To obtain an overview of various HRM functions and practices	3a	2a 4a							

CO3:	To gain an insight into the various statutory provisions		5b							
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Cognitive level	KEYWORDS
L1	List, define, tell, describe, identify, show, label, collect, examine, tabulate, quote, name, who, when, where, etc.
L2	summarize, describe, interpret, contrast, predict, associate, distinguish, estimate, differentiate, discuss, extend
L3	Apply, demonstrate, calculate, complete, illustrate, show, solve, examine, modify, relate, change, classify, experiment, discover.
L4	Analyze, separate, order, explain, connect, classify, arrange, divide, compare, select, explain, infer.
L5	Assess, decide, rank, grade, test, measure, recommend, convince, select, judge, explain, discriminate, support, conclude, compare, summarize.

PO1 - Knowledge application; PO2 - Analytical and logical thinking; PO3 - Team work; PO4 - Leadership; PO5 - life-long learning; PO6 - Analyze and practice aspects of business; PO7- Personal and Societal growth;