

Internal Assessment Test – I- Ans key

Sub:	HUMAN RESOURCE MANAGEMENT					Code:	16MBA21		
Date:	27.03.2017	Duration:	90 mins	Max Marks:	40	Sem:	2	Branch:	MBA
Answer Any THREE FULL Questions (10*3=30 Marks)									

**Part A answer any 02 questions fully**

1 (a) Define Job Specification, Job Description.

Marks

[02]

OBE

CO

RBT

CO1

L1

Job Description:-

According to Robert kreitner, “job description is a concise document that outlines the role expectations and skill requirements for a specific job.”

Job Specification:-

According to Edwin B Flippo, “job specification is a statement of the minimum acceptable human qualities necessary to perform a job properly.”

(b) Compare and contrast between personnel management and HRM

[06]

CO1

L2

personnel management

- 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.

It focuses on the interests of the organisation.

HRM

- It is broader in scope and also incorporates the tasks of personnel management.
- It views employees as important asset for the development of the organisation.
- It is taken as an integral part of the organisation.

<ul style="list-style-type: none"> <li>➤ It has a nurturing approach towards labour.</li> <li>➤ There are less job categories and grades.</li> <li>➤ It focuses on the mutual interests of the organisation as well as the employees.</li> </ul>			
<p>(c) various methods for collecting data for job analysis</p> <ol style="list-style-type: none"> <li>1. Questionnaire</li> <li>2. Checklist</li> <li>3. Interview</li> <li>4. Observation</li> <li>5. Technical conference</li> <li>6. Self-recording of diary</li> <li>7. Critical incident</li> <li>8. Task inventory analysis</li> </ol>	[08]	CO2	L3
<p>2 (a) Give the meaning of recruitment</p> <p>Recruitment is a process to discover the sources of manpower to meet the requirements of the staffing schedule and to employ effective measures for attracting that manpower in adequate numbers to facilitate effective selection of an efficient working force.</p>	[02]	CO2	L1
<p>2(b) Critically examine the importance of HRM's in today's scenario.</p> <ol style="list-style-type: none"> <li>1. It focuses on results rather than rules.</li> <li>2. It tries to help employees develop their potential fully.</li> <li>3. It encourages employees to give their best to the organisation.</li> <li>4. It tries to put people on assigned job in order to produce good results.</li> <li>5. It helps in organisation meet its goals in the future by providing competent and well-motivated employees.</li> <li>6. It is all about people at work both at individual as well as group level.</li> </ol>	[06]	CO1/ C02	L3

2(c)	<p>Analyze various steps involved in Human Resource Planning with proper steps?</p> <ol style="list-style-type: none"> <li>1. Forecast future human resource needs.</li> <li>2. Estimating supply.</li> <li>3. Matching supply and demand.</li> <li>4. Designing employment policy.</li> <li>5. Appraisal of human resource planning.</li> </ol>	[08]	C02	L4
3 (a)	<p>List 3 function of HRM</p> <p>Managerial Functions</p> <ul style="list-style-type: none"> <li>• Planning</li> <li>• Organizing</li> <li>• Directing:</li> <li>• Controlling:</li> </ul> <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
3(b)	<p>“HRM is considered as very essential 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</p>	[06]	C02	L4

Recruitment.  
 Selection  
 Compliance

3(c) HR managers nowadays wear many hats-, discuss the statement

Human resources professionals wear many hats, and even the smallest of companies needs at least one person to handle employee recruitment and retention activities. And with recent legislative changes including health-care reform, HR professionals are busier and in-demand now more than ever. While the responsibilities of an HR professional vary with company size, the duties in this field include recruiting, benefits, compensation, employee relations, safety, information management and company culture/recognition. HR generalists typically handle a wide range of duties while an HR specialist, most often employed by bigger companies, typically focuses on one area of the field such as workforce planning, HR development, risk management or employee and labor relations.

"Another area in HR that has exploded over the last several years is global HR,". "Companies with employees who conduct business abroad or those that hire people to work in the states from other countries like many of the oil and gas companies based in Houston, often need someone who can oversee international employment issues such as laws in different countries, work visas, different cultures and language barriers."

**Part B Compulsory**

4 (a) 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 role and responsibility. [08]

HR manager's role

1. Develop a Plan for Hiring
2. Participate in the Job Analysis Process

Provide Recruitment Input

Participate in the Development and Review of Applicant Evaluation Questionnaires

Use the Interview to Your Advantage

Evaluate Outcomes

Provide for a Smooth Transition into Federal Service

HR Manager's Responsibilities

Include:

Developing and implementing HR strategies and initiatives aligned with the overall business strategy

Bridging management and employee relations by addressing demands, grievances or other issues

Managing the recruitment and selection process

	C02	L4

Develop and implement HR strategies and initiatives aligned with the overall business strategy  
 Bridge management and employee relations by addressing demands, grievances or other issues  
 Manage the recruitment and selection process  
 Support current and future business needs through the development, engagement, motivation and preservation of human capital  
 Develop and monitor overall HR strategies, systems, tactics and procedures across the organization  
 Nurture a positive working environment  
 Oversee and manage a performance appraisal system that drives high performance  
 Maintain pay plan and benefits program  
 Assess training needs to apply and monitor training programs  
 Report to management and provide decision support through HR metrics  
 Ensure legal compliance throughout human resource management

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Course Outcomes		PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
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	5b									
CO3:	To gain an insight into the various statutory provisions												

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 - *Engineering knowledge*; PO2 - *Problem analysis*; PO3 - *Design/development of solutions*; PO4 - *Conduct investigations of complex problems*; PO5 - *Modern tool usage*; PO6 - *The Engineer and society*; PO7- *Environment and sustainability*; PO8 - *Ethics*; PO9 - *Individual and team work*; PO10 - *Communication*; PO11 - *Project management and finance*; PO12 - *Life-long learning*