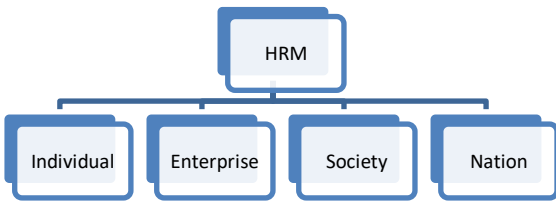
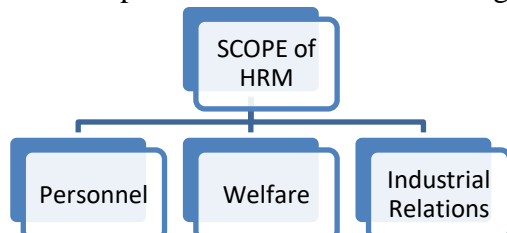
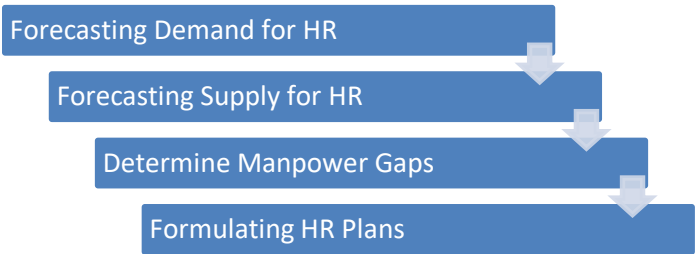


Scheme Of Evaluation
Internal Assessment Test 1 – March 2019

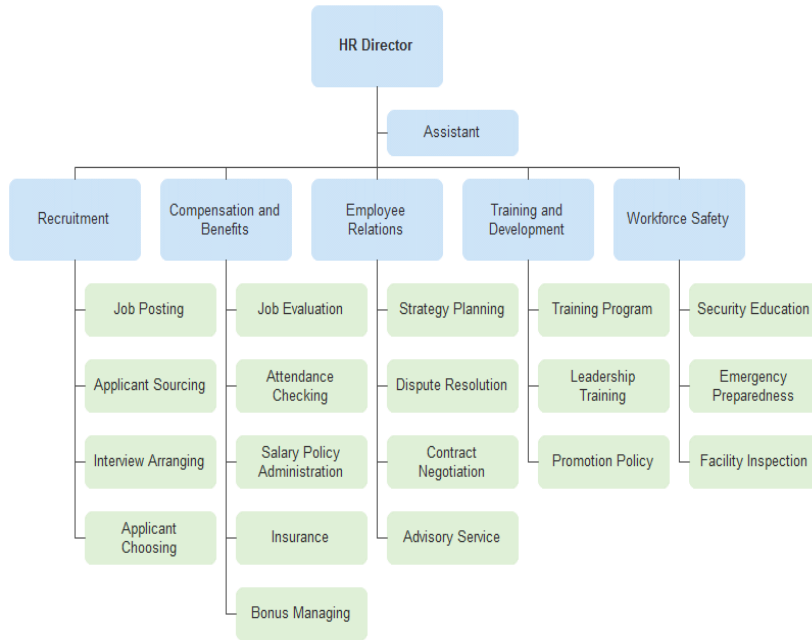
Sub:	Human Resource Management					Code:	18MBA21		
Date:	27/03/2019	Duration:	90mins	Max Marks:	50	Sem:	II	Branch:	MBA

Note: Answer Any Five Questions

Question #	Description	Marks Distribution	Max Marks
1	a) Explain the significance of human resource department for an organization. <div style="text-align: center; margin-top: 10px;">  <pre> graph TD HRM[HRM] --> Individual[Individual] HRM --> Enterprise[Enterprise] HRM --> Society[Society] HRM --> Nation[Nation] </pre> </div>	1 each (Any two can be explained)	02 M
	b) Outline the scope of Human Resource Management? <div style="text-align: center; margin-top: 10px;">  <pre> graph TD SCOPE[SCOPE of HRM] --> Personnel[Personnel] SCOPE --> Welfare[Welfare] SCOPE --> IR[Industrial Relations] </pre> </div>		05 M
	c) Discuss the steps involved in human resource planning process. <div style="text-align: center; margin-top: 10px;">  <pre> graph TD A[Forecasting Demand for HR] --> B[Forecasting Supply for HR] B --> C[Determine Manpower Gaps] C --> D[Formulating HR Plans] </pre> </div>	2 M for Each	8M
2	a) Differentiate between skills, knowledge and abilities with example. Teaching – Skill Subject Expertise – Knowledge Controlling the class - Ability		02 M

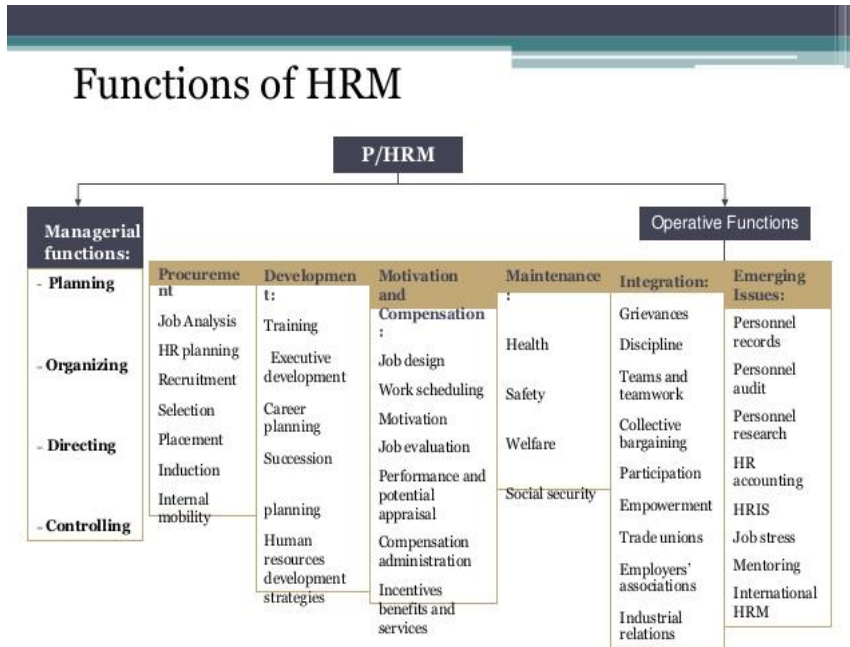
	b)	<p>Contrast scientific management and the human relations movement in terms of their focus on employees and their behavior.</p> <p>Scientific Management</p> <ol style="list-style-type: none"> 1. Application of industrial engineering principles to create a most effective and efficient system. 2. Separation of operational and planning activities (Functional Foremanship). 3. knowing exactly what you want men to do and seeing that they do in the best and the cheapest way. 4. Principles <ul style="list-style-type: none"> – Science, not rule of thumb. – Harmony, not discord. – Co-operation, not individualism. – Maximum output, in place of restricted output. – The development of each man to his greatest efficiency and prosperity. <p>Human Relations Movement (Hawthorne Experiments)</p> <ol style="list-style-type: none"> 1. 1924-27 Experiments to determine the effects of changes in illumination on productivity, illumination experiments 2. 1927-28 Experiments to determine the effects of changes in hours and other working conditions on productivity, relay assembly test room experiments 3. 1928-30 Conducting plant-wide interviews to determine worker attitudes and sentiments, mass interviewing programme 4. 1931-32 Determination and analysis of social organization at work, bank wiring observation room experiments 		05 M	
	c)	<p>Highlight the major principles of HRM.</p> <ol style="list-style-type: none"> 1. Principle of individual development principle of scientific selection 2. Principle of free flow of communication 3. Principle of participation 4. Principle OF FAIR REMUNERATION 		8M	
3	a)	<p>Construct an imaginary organizational structure for human resource department.</p>		02 M	

15 M



b)

What are the functions of Human Resource Management?



05 M

c)

Discuss Job analysis and methods of collecting information/data about job analysis.

1. Job Performance
2. Personal Observation
3. Critical Incidents
4. Interview

8M

		<p>5. Panel of experts 6. Dairy Method 7. Questionnaire</p>			
4	a)	<p>Design a job description and specification statement for the post of HR executive in ABC Ltd.</p> <p style="text-align: center;">Role and Responsibilities HR Executive in a Company</p> <p>As for the job role of HR, it all depends. Assuming a very basic role in HR following list shows a few responsibilities of an HR</p> <p>1. Recruitment –</p> <ul style="list-style-type: none"> • Understanding manpower requisition from the concerned department. • Understanding the requirement and accordingly drafting a job description and getting it approved from the concerned person. • Sourcing candidates that match the desired skills. • Screening the candidates by conducting telephonic or personal interviews as the case may be. • Encouraging the employees to provide reference for better prospects. • Arranging for technical interview and coordinating with the concerned person. • Communicating the employment status to the applied candidates. • Maintaining and updating the database of the candidates. • Doing a background verification of the shortlisted candidates. <p>2. Induction and On-boarding</p> <ul style="list-style-type: none"> • When a particular candidate is finalised and selected, giving him offer letter or letter of intent On joining the services, issuing appointment letter with brief working agreement or policies. • Giving a description on the policies, procedures and culture followed by the company. • Properly filing relevant document of the new joiner as required. • Introducing him/her to the team and supervisor and/or manager. • Explaining the mode of communication. • Coordinating with the IT team to get his email id made. <p>3. HR Policies and HR Manual</p> <ul style="list-style-type: none"> • If the company do not have an HR Manual, drafting the same for the company. • Making or Amending the existing policies and procedures. <p>4. Attendance and Leave records.</p> <ul style="list-style-type: none"> • Keeping a track of the attendance of the employees. • Filing the leave forms and keeping a track of the leaves taken. • Seeing to it that there is not much absenteeism on any given day. 		10 M	20 M
	b)	<p>Suppose you manage a restaurant in a holiday resort near Deheradun. During the summer it is profitable to keep the business open but in winters you need only one half of the cooks, servers, supervisors and cleaners. What action would you take in October for the beginning of the peak tourist season?</p> <p>HRP Process</p>		10 M	

