USN

Internal Assessment Test - 1_Answer Key

Sub:	Human Resource Management						Code:	20MBAHR21
Date:	01/08/2022	Duration:	90 mins	Max Marks:	50	Sem:	II	Branch: MBA -A & B

		Marks	OBE	
			CO	RBT
	Part A -Answer Any Two Full Questions (20*02=40 Marks)			
1(a)	Define HRM? Human resource management is the strategic approach to the effective and efficient management of people in a company or organization such that they help their business gain a competitive advantage. It is designed to maximize employee performance in service of an employer's strategic objectives.	[03]	CO1	L1
(b)	Briefly discuss the nature of HRM. 	[07]	CO2	L1
(c)	Discuss the steps involved in the "Human Resource Management" process. 	[10]	CO2	L2

| 2(a) | Differentiate between recruitment & selection | [03] | CO1 | L2 |

Difference between recruitment and selection

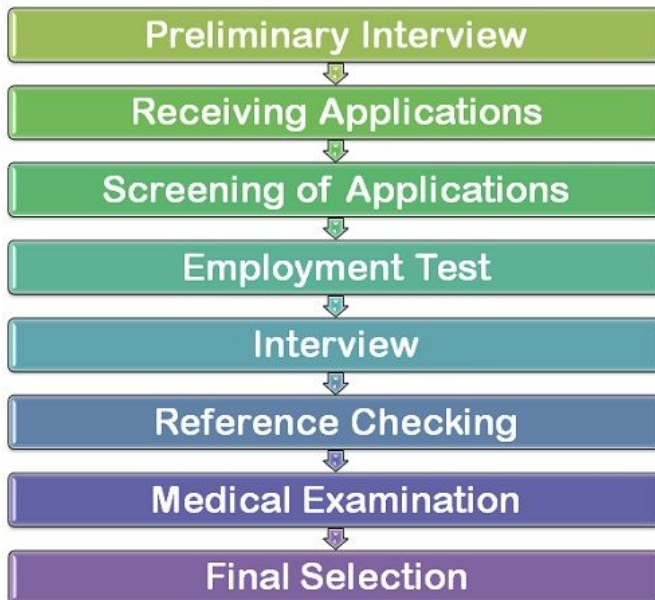| Basis	Recruitment	Selection
Meaning	It is the process of stimulating people to apply for a vacant job position in the organisation.	It is the process of selecting the best candidate from those who have applied for the job.
Objective	The objective of recruitment is create a pool of eligible candidates for the purpose of selection.	The objective of selection is to get the best candidate selected for the job.
Nature	It is a positive process as it attracts people towards the organisation.	It is a negative process as it involves rejection of candidates at every stage of it.
Sequence	It takes place before selection.	It takes place after recruitment.

| (b) | Discuss the steps involved in the selection process. | [07] | CO2 | L2 |

Preliminary Interview
⬇
Receiving Applications
⬇
Screening of Applications
⬇
Employment Test
⬇
Interview
⬇
Reference Checking
⬇
Medical Examination
⬇
Final Selection

| (c) | Briefly discuss the factors affecting human resource planning with examples. | [10] | CO1 | L2 |

Factors Affecting HRP

- Nature and Type of Organisation
- Stage of Growth of the Organisation
- Political Uncertainities
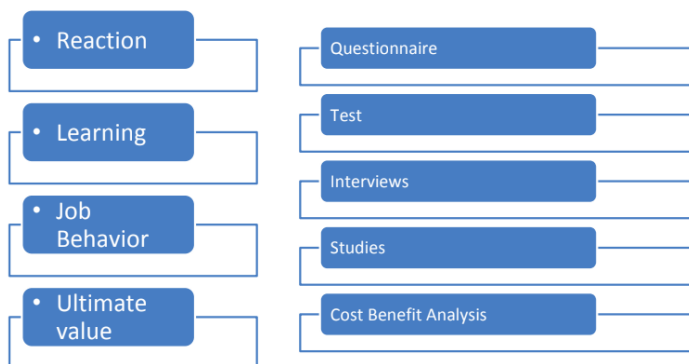- Labour market
- Level of Technology
- Time Horizons

| 3(a) | What do you mean by "Job Analysis" | [03] | CO2 | L1 |

Job analysis refers to a systematic process of collecting all information about a specific job, including skill requirements, roles, responsibilities and processes in order to create a valid job description. Job analysis also gives an overview of the physical, emotional & related human qualities required to execute the job successfully.

Job analysis is an important step in ensuring that the right candidate is selected. Job analysis helps the employer in recruitment and selection, performance management, choosing compensation and benefits, etc. It helps the employees to have a clear picture of what is actually required of them.

| (b) | Briefly discuss the different methods of evaluating training programs. | [07] | CO2 | L1 |

Evaluation of Training Programme

- Reaction
- Learning
- Job Behavior
- Ultimate value

Questionnaire

Test

Interviews

Studies

Cost Benefit Analysis

| (c) | Describe the systematic approach to training. | [10] | CO2 | L2 |

Systematic Approach to Training

1. Assessment	2. Implementation	3. Evaluation
•Determine Training Needs	•Select Training Methods	•Compare Training Outcomes Against Criteria
•Identify Training Objectives	•Conduct Training	

		CO2	L5

Part B - Compulsory (10 marks)

4) Mr. Raghav was incharge of employee training in Kapoor and Kapoor company, working under the HR manager Mr. Sameer. One day Mr. Sameer called Mr. Raghav and told him that the top management have decided that a leadership training programme should be conducted for the middle and lower level managers of the firm. The top management were of the view that the style they were using now and in the past are not being used by the middle managers. Marketing chief Mr. Ram Kapoor observed that the young, middle and lower level manager were not conversant about dealing with people. The finance chief Mr. Krishna Kapoor stated that their style that took the company to the top and what was good enough for them should be good enough for the middle manager. The other committed members were fount to agree with these observations. "As such" Mr. Sameer told Raghav ,"I have to follow the orders of the top management. Get a good understanding of the modern theoretical basis of leadership. Then find out the styles of leadership for the marketing and finance chiefs. Based on these design, a programme that I can present to the executive committee for middle management leadership training programme.

[10]

Bring out the theoretical concept involved in the case and Comment on the suggestions of the Finance and Marketing manager.

CO-PO and CO-PSO Mapping						
Course Outcomes		**Blooms Level**	**PO 1**	**PO 2**	**PO 3**	**PO 4**
CO1	Gain practical experience in the field of Human Resource Concepts, functions and theories.	**1,2,3**	2a	2a, 1a		
CO2	Acquire the conceptual insight of Human Resource and various functions of HR.	**3,4**	3b, 2b, 1b	1c		
CO3	Apply personnel, managerial and welfare aspects of HR.	**1,2,3**				
CO4	Develop a greater understanding about HR practices, analyse the trends in the field of HR.	**1,2**				

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–Theoretical Knowledge; PO2–Effective Communication Skills; PO3–Leadership Qualities; PO4 –Sustained Research Orientation; PO5 –Self-Sustaining Entrepreneurship