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Internal Assessment Test – 1

Sub: **Human Resource Management – SET 2**

Code: **MBA201**

Date: **30-6-2025**

Duration: 90 mins

Max Marks: 50

Sem: II

Branch: MBA

OBE

ANSWER KEY - SOLUTIONS

Marks CO RBT

Part A -Answer Any Two Full Questions (20*02=40 Marks)			
1(a)	<p>Define Recruitment with one sample Walk - In - Interview example ?</p> <p>Recruitment is the process of actively seeking out, finding and hiring candidates for a specific position or job. The recruitment definition includes the entire hiring process, from inception to the individual recruit's integration into the company.</p> <p>Example</p> <p>The company must then attract the candidate through advertisement or the use of recruitment software.</p>	[03]	CO2 L1
(b)	<p>Briefly discuss the importance of “Human Resource Management”.</p> <p>Human resource management is organising, coordinating, and managing employees within an organisation to accomplish its mission, vision, and goals. This includes recruiting, hiring, training, compensating, retaining, and motivating employees.</p> <p>Effective human resource management helps organizations navigate the more than 180 labor laws governing how organizations hire and manage people. Aside from compliance support, HR teams also limit hiring and reputational risk through onboarding, employee communication programs, and employee surveys</p>	[07]	CO2 L2
(c)	<p>Describe the major principles of “Human Resource Management”.</p> <p>Human Resource Management (HRM) principles guide how organizations manage their employees to achieve business goals effectively. These principles focus on attracting, developing, motivating, and retaining a productive workforce. Key principles include fair treatment, employee development, performance management, and open communication.</p>	[10]	CO2 L2



2(a)	<p>Explain the role of Job Description in the HRP</p> <p>Key Components of a Job Description:</p> <p>Job Title: Clearly states the position's name.</p> <p>Job Summary: Provides a brief overview of the role and its purpose.</p> <p>Responsibilities and Duties: Details the tasks and activities the employee will perform.</p> <p>Qualifications and Skills: Specifies the required education, experience, and skills, including both hard and soft skills.</p> <p>Reporting Structure: Indicates to whom the employee reports.</p> <p>Compensation and Benefits: Outlines the salary range and other benefits offered.</p>	[03]	CO1	L1
(b)	<p>Briefly discuss the factors affecting on HRM.</p> <p>Human Resource Management (HRM) is influenced by both internal and external factors. Internal factors include organizational culture, structure, and management styles, while external factors encompass economic conditions, legal and political landscapes, technological advancements, and social and cultural influences</p>	[07]	CO2	L2

Factors Affecting Human Resource Planning

Before an organisation undertakes Human Resource Planning, there are many factors that have to be considered by the managers. These factors can be classified as external factors and internal factors.

The external factors are those factors that are beyond the control of the organisation.

The internal factors are those factors that are company-specific.

Factors

External Factors

- Government Policies
- Technological Advancements
- Environment of Business

Internal Factors

- Company Policies and Strategies
- Culture of the Organisation
- Quality and Skills Required

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(c) Define Compensation Management ?

Compensation management is a strategic process within Human Resources focused on designing, implementing, and maintaining an organization's reward system for employees. It involves determining appropriate pay, benefits, and incentives, both monetary and non-monetary, to attract, motivate, and retain talent while also ensuring the company remains competitive and within budget.

[10] CO1 L2

3(a) Illustrate different methods of Training and Development in Automobile Industry.

Training and Development (T&D) methods encompass a variety of techniques used to enhance employee knowledge, skills, and performance. These methods can be broadly categorized into on-the-job and off-the-job approaches, each offering unique benefits for employee growth and organizational success.

On-the-Job Training Methods:

Job Rotation:

Employees gain experience in different roles and departments, broadening their understanding of the organization.

[03] CO2 L2

Mentoring:

A more experienced employee guides and supports a less experienced one, offering advice and feedback.

Coaching:

Similar to mentoring, but often more focused on specific performance goals and skill development.

Shadowing:

Employees observe and learn from experienced colleagues as they perform their tasks.

Apprenticeships:

A structured program combining on-the-job training with formal instruction.

Job Instruction Training:

A systematic approach to teaching a task, involving demonstration, explanation, and practice.

Off-the-Job Training Methods:

Classroom Training:

Traditional method where a trainer delivers information to a group of employees, often in a dedicated training room.

eLearning:

Utilizes digital platforms and online materials for training, offering flexibility and scalability.

Blended Learning

Combines online and in-person training methods to create a more engaging and effective learning experience. Simulations:

Replicates real-world scenarios in a safe environment, allowing employees to practice and refine their skills.

Case Studies:

employees analyze real-life situations and develop solutions, enhancing their problem-solving abilities.

Role-Playing:

Employees act out scenarios to practice specific skills, such as customer service or sales techniques.

(b)	<p>Discuss the different sources of Recruitment.</p> <p>Recruitment sources can be broadly categorized into internal and external sources. Internal sources include promotions, transfers, and employee referrals, while external sources encompass job boards, recruitment agencies, campus recruitment, social media, and more.</p> <p>Internal Sources:</p> <p>Promotions: Elevating existing employees to fill higher-level positions.</p> <p>Transfers: Moving employees to different roles within the organization.</p> <p>Employee Referrals: Utilizing current employees to recommend qualified candidates from their networks.</p> <p>Former Employees: Reaching out to previous employees who may be interested in returning.</p> <p>Internal Job Postings: Making available positions visible to current employees.</p> <p>External Sources:</p> <p>Job Boards: Websites like Indeed, LinkedIn, and others where companies post job openings.</p> <p>Recruitment Agencies: Utilizing third-party agencies specializing in talent acquisition.</p> <p>Campus Recruitment: Targeting students and recent graduates at educational institutions.</p> <p>Social Media: Leveraging platforms like LinkedIn, Facebook, and Twitter for job postings and candidate engagement.</p> <p>Job Fairs: Participating in events where employers and job seekers can connect.</p> <p>Company Websites: Posting job openings on the company's own career page.</p> <p>Print Media: Advertising in newspapers and magazines.</p> <p>Employment Exchanges: Government-run or private employment agencies that connect job seekers with employers.</p> <p>Management Consulting Firms: Seeking assistance from firms that specialize in recruitment and staffing.</p> <p>Direct Recruitment: Directly contacting candidates through outreach or walk-in interviews.</p> <p>Professional Associations: Tapping into the network of professional organizations related to the specific field</p>	[07]	CO2	L2

	Part B - Compulsory (10 marks)			
4	<p>Case Study – S&S HRP</p> <p>S&S Manufacturing Co. is a mid-sized company specializing in producing industrial machinery components. With around 500 employees, the company has experienced steady growth over the past decade. However, as it expanded, S&S faced challenges in aligning its workforce with its business needs, especially in a competitive industry where skilled labor is crucial. As S&S Manufacturing grew, it encountered several HR-related challenges:</p> <ol style="list-style-type: none"> 1. Talent Shortage: The Company struggled to find qualified technical workers and engineers, leading to project delays and increased operational costs. 2. Employee Retention: High turnover rates, especially among younger employees, resulted in the loss of institutional knowledge and increased recruitment costs. 3. Skill Gaps: Technological advancements in manufacturing required new skills that many of Acme's existing employees did not possess to address these challenges, S&S realized the need for a strategic approach to Human Resource Management (HRM) planning. <p>Question</p> <p>1. Assess essential actions should S&S Manufacturing Co. Undertake in developing its HRP to ensure it aligns with the company's long-term strategic objectives and effectively addresses both present and future workforce challenges?</p> <p>Ans :</p> <p>Here's a more detailed breakdown of the challenges of S&S Manufacturing Co</p> <p>1. Forecasting Accuracy and Data:</p> <p>Uncertainty:</p> <p>Predicting future workforce needs is inherently difficult due to unpredictable external factors like economic conditions, technological breakthroughs, and changing business strategies.</p> <p>Data Imperfection:</p> <p>HRP relies on data, but access to accurate, timely, and comprehensive information can be a challenge.</p> <p>Balancing Short-Term and Long-Term Needs:</p> <p>Organizations often face the challenge of balancing immediate workforce requirements with long-term strategic goals.</p>	10	CO2	L5

	<p>2. Adapting to Change:</p> <p>Technological Advancements:</p> <p>HR departments must continuously adapt to new technologies, which can impact recruitment, training, and employee management.</p> <p>Globalization and Diversity:</p> <p>Managing a diverse workforce across different locations and cultures requires specialized knowledge and practices.</p> <p>Resistance to Change:</p> <p>Implementing HRP initiatives can lead to resistance from employees who may be concerned about job security or changes in work processes.</p> <p>3. Attracting, Retaining, and Engaging Employees:</p> <p>Talent Acquisition:</p> <p>Competition for skilled workers is intense, making it challenging to attract top talent.</p> <p>Employee Retention:</p> <p>High turnover rates can disrupt operations and increase recruitment costs, requiring HR to implement effective retention strategies.</p> <p>Employee Engagement:</p> <p>Creating a positive and engaging work environment is crucial for productivity and loyalty.</p> <p>4. Compliance and Cost Management:</p> <p>Evolving Labor Laws:</p> <p>HR must stay updated on changing labor laws and regulations to ensure compliance and avoid legal issues.</p>			
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