

PARUL UNIVERSITY
FACULTY OF MANAGEMENT
BBA Winter 2019 - 20 Examination

Semester: 3
Subject Code: 06101202
Subject Name: Human Resource Management-I

Date: 21/11/2019
Time: 2:00 pm to 4:30 pm
Total Marks: 60

Instructions

1. All questions are compulsory.
2. Figures to the right indicate full marks.
3. Make suitable assumptions wherever necessary.
4. Start new question on new page.

Q.1 Do as Directed.**Multiple choice type questions/Fill in the blanks. (Each of 1 mark) (05)**

1. _____ is the process of estimating the quantity and quality of people required to meet future needs of the organization.

a) Demand forecasting	c) Environmental forecasting
b) Supply forecasting	d) None of the above
2. _____ is the process of acquiring, training, appraising, and compensating employees, and attending to their labor relations, health and safety, and fairness concerns.

a) Human Resource Management	c) Industrial Psychology
b) Labor Relations	d) Organizational Behavior
3. Effective human resource management could include all of the following responsibilities except _____.

a) Placing the right person in the right job	c) Controlling labor costs
b) Training employees	d) All are responsibilities necessary for effective human resource management
4. The process of determining the tasks that make-up a job and the skills, abilities and responsibilities needed to perform the job is called _____.

a) Job Analysis	c) Job Enrichment
b) Job Description	d) All of the above
5. Exit Policy primarily emphasizes in the broad sense, for policy makers as _____.

a) Removing employees	c) Retiring people and rehabilitating them
b) Down sizing	d) Bringing new blood to the Corporate

B). Define the following. (Each of 1 mark) (05)

1. Job description
2. Separation
3. Graphology test
4. Selection
5. Orientation

C). Direct questions. (Each of 1 mark) (05)

1. Career Planning
2. Training
3. Structured Interview
4. Promotion
5. HRP

Q.2 Answer the following questions.

- A).** Explain the Process of Recruitment in detail. (07)
- B).** Write in brief Process of Human Resource Planning. (08)

Q.3 Answer the following questions.

A). Write brief note on Unstructured, Mixed, and Behavioural Interview. (07)

B). Explain Career Planning Process with diagram in detail. (08)

Q.4 Attempt any two questions. (Each of 7.5 mark) (15)

1. Explain the term: - Medical test, Psychomotor test, Polygraph test.

2. Explain the term:- Job Enrichment, Job Enlargement, High Performance Work Teams

3. Saksoft is an Information Management and Business Intelligence company managing more than 1000 employees deployed in multiple countries, including India, US, UK, and Singapore. This case study discusses the challenges that the organization faced. The time-consuming and ineffective annual performance appraisal was causing dissatisfaction amongst employees and managers. Productivity gaps occurred due to unclear work expectations and irregular feedback provided to employees. Being a rapidly growing organization, Saksoft found that the manual appraisal system wasn't able to meet the changing requirements, when it came to employee appraisals. Explain in detail the Problems in Appraisal.

4. Explain the types of Horizontal, Vertical & Dry Promotion.