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**PRESIDENCY UNIVERSITY
BENGALURU**

SCHOOL OF COMMERCE

MID TERM EXAMINATION

Winter Semester: 2021 - 22

Course Code: COM 2001

Course Name: Introduction to Human Resource Management

Program & Sem: Engineering / II

Date: 13/MAY/2022

Time: 10:00 AM – 11:30 AM

Max Marks: 50

Weightage: 25%

Instructions:

(i) Read the all questions carefully and answer accordingly.

Part A [Memory Recall Questions]

Answer all the Questions. Each question carries THREE marks.

(2Qx3M= 6M)

1. Employees may leave the organization for various reasons such as salary hike, promotion, higher education and other reasons. It is the responsibility of the HR department to identify manpower gaps and fill them in timely manner. Describe the concept of Recruitment and its relevance in meeting manpower requirement. (CO1) [Knowledge]
2. All the job positions in the company will have not have common task and do not require employees with similar skill set. Hence job requirement for individual job title should be described specifically. Describe the concept of job description. (CO1) [Knowledge]

Part B [Thought Provoking Questions]

Answer all the Questions. Each question carries THREE marks.

(8Qx3M=24M)

3. Changing trends, practices, advancement in technology, innovative practices in the industry majorly influence the functioning of the company. Updating employees to cope up with the changing trends can help the company to excel over competitors in the industry. Discuss the concept of training and its importance. (CO1) [Comprehension]
4. Employees are expected to follow the rules and regulations of the company; they can adhere to them only when these are communicated to employees in timely manner. Explain the relevance of documenting rules and regulations in a company. (CO1) [Comprehension]
5. Hiring a talented employee in an organization does not ensure their retention, it is the responsibility of the HR manager to take initiative in career growth of employee, their skill development, plan for their professional development. Discuss the meaning of performance management and its relevance for employee retention. (CO1) [Comprehension]
6. Employees working in the company will have different ideologies, approach towards doing work hence there could be a possibility for conflict at workplace. Functional conflict could be beneficial but dysfunctional conflict can hamper the growth of the organization. Hence it is important to effectively manage conflict at work. Explain the meaning of conflict management and its importance to business. (CO1) [Comprehension]

7. Good performance by employees should be encouraged with rewards, recognition and right accolades at work. Discuss the concept of positive reinforcement and its relevance in motivating employees. (CO1) [Comprehension]
8. Knowledge management is a practice of developing a repository of past and existing practices of a company. Documentation and recording practices serves as a source of information for developing a database. Explain the concept of recording and reporting, its relevance for an organization. (CO1) [Comprehension]
9. It is important for an individual to focus on professional growth and career development though upskilling, taking responsibilities at work. Discuss the concept of career development. (CO1) [Comprehension]
10. Ensuring timely availability of talent, forecasting manpower requirement of an organization are important task to balance the demand and supply of manpower. Explain the meaning of HR planning. (CO1) [Comprehension]

Part C [Problem Solving Questions]

Answer all the Questions. Each question carries TEN mark.

(2Qx10M=20M)

11. Maintaining uniformity at workplace is important as it helps in maintaining discipline. Rules, regulations and policies are important for maintaining decorum as they are implied to all the employees in general. Illustrate various HR policies and how they can help in managing the organization. (CO1) [Application]
12. HRM is one of the important functionality of a company that takes care of managing human resources of an organization, but effective working of HR department is mainly dependent on various other sub functions from the domain. Illustrate the various operative functions of HR department and their relevance in managing the company. (CO1) [Application]



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**PRESIDENCY UNIVERSITY
BENGALURU**

SCHOOL OF MANAGEMENT

END TERM EXAMINATION

Winter Semester: 2021 - 22

Course Code: COM2001

Course Name: Introduction to HRM

Program & Sem: Engineering & II

Date: 1st July 2022

Time: 1:00 PM to 4:00 PM

Max Marks: 100

Weightage:50%

Instructions:

(ii) Read the all questions carefully and answer accordingly.

Part A [Memory Recall Questions]

Answer all the Questions. Each question carries FIVE marks.

(5Qx 5M= 25M)

1. Salary or remuneration is a driving factor that motivates an employee to perform at work. Describe the concept of compensation policy. (CO 1) [Knowledge]
2. Employer provides leaves to the employees so that they can take a break from their routine work and also be able to take off from work in case of emergency. Explain the concept of leave policy. (CO 1) [Knowledge]
3. Employee and employer relationship at work implies the logic of give and take approach. Employees expect upgrade in their job role based on their performance at work. Discuss the concept of promotion policy and its relevance in motivating employees. (CO 1) [Knowledge]
4. Onboarding of a new employee in an organization involves a lot of procedures, hence it has to be organized and systematic in nature. Discuss the concept of Recruitment policy and its relevance in a company. (CO 1) [Knowledge]
5. Performance evaluation is a critical practice as it assesses the employee performance, suggests areas for performance improvement, helps in determining training needs, employee counseling etc. Discuss performance evaluation policy and its significance for a company (CO 1) [Knowledge]

Part B [Thought Provoking Questions]

Answer all the Questions. Each question carries FIFTEEN marks.

(3Qx15M=45M)

6. Rapid change in technology and practices of various industry makes it a matter of concern for the companies to be updated with the recent trends and manpower that is the employees of the organization play an important role in helping the company to be competitive in the industry. Hence it is the responsibility of the company to ensure that employees are well trained and upskilled on regular basis. Discuss the meaning and importance of training program. (CO 2) [Comprehension]

7. Training is an important practice of a company as it helps the employees to stay abreast with changing industry practices, hence following a systematic procedure for imparting training program is advisable for the company. Discuss the process of training program with an example. (CO 2) [Comprehension]
8. Main objective of training program is to impart knowledge to employees which could be related to work, people management or professional development of employees. Technique of training adopted mainly depends on the nature of work performed by employees. Explain the methods of on the job and off the job training. (CO 2) [Comprehension]

Part C [Problem Solving Questions]

Answer both the Questions. Each question carries FIFTEEN marks. (2Qx15M=30M)

9. Technological advancement, remote working of employees, workplace diversity, workforce from different age group and many such factors has signified the role of HR policies and the role of HR manager in last few years. Though the company's management have been supportive and accommodative in changing the workplace policies with the changing trend, still the challenges faced by a HR manager remains the same. Illustrate the various challenges faced by a HR manager and relevance of managing these change. (CO 1) [Application]
10. Manpower is an uncontrollable factor as human resources of an organization has the ability to manage other resources of the company. Hence it is important for the company to take utmost care in attracting and retaining the best talent and at the same time mobilizing and directing them towards accomplishment of organization goals. HR department is vested with the responsibility of these activities and no doubt it is a fulcrum of any company. Illustrate the role of HR manager in an organization. (CO 1) [Application]



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SCHOOL OF COMMERCE

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Max Marks: 50

Weightage: 25%

Instructions:

(iii) Read the all questions carefully and answer accordingly.

Part A [Memory Recall Questions]

Answer all the Questions. Each question carries THREE marks.

(2Qx3M= 6M)

13. Employees may leave the organization for various reasons such as salary hike, promotion, higher education and other reasons. It is the responsibility of the HR department to identify manpower gaps and fill them in timely manner. Describe the concept of Recruitment and its relevance in meeting manpower requirement. (CO1) [Knowledge]
14. All the job positions in the company will have not have common task and do not require employees with similar skill set. Hence job requirement for individual job title should be described specifically. Describe the concept of job description. (CO1) [Knowledge]

Part B [Thought Provoking Questions]

Answer all the Questions. Each question carries THREE marks.

(8Qx3M=24M)

15. Changing trends, practices, advancement in technology, innovative practices in the industry majorly influence the functioning of the company. Updating employees to cope up with the changing trends can help the company to excel over competitors in the industry. Discuss the concept of training and its importance. (CO1) [Comprehension]
16. Employees are expected to follow the rules and regulations of the company; they can adhere to them only when these are communicated to employees in timely manner. Explain the relevance of documenting rules and regulations in a company. (CO1) [Comprehension]
17. Hiring a talented employee in an organization does not ensure their retention, it is the responsibility of the HR manager to take initiative in career growth of employee, their skill development, plan for their professional development. Discuss the meaning of performance management and its relevance for employee retention. (CO1) [Comprehension]
18. Employees working in the company will have different ideologies, approach towards doing work hence there could be a possibility for conflict at workplace. Functional conflict could be beneficial but dysfunctional conflict can hamper the growth of the organization. Hence it is important to effectively manage conflict at work. Explain the meaning of conflict management and its importance to business. (CO1) [Comprehension]

19. Good performance by employees should be encouraged with rewards, recognition and right accolades at work. Discuss the concept of positive reinforcement and its relevance in motivating employees. (CO1) [Comprehension]
20. Knowledge management is a practice of developing a repository of past and existing practices of a company. Documentation and recording practices serves as a source of information for developing a database. Explain the concept of recording and reporting, its relevance for an organization. (CO1) [Comprehension]
21. It is important for an individual to focus on professional growth and career development though upskilling, taking responsibilities at work. Discuss the concept of career development. (CO1) [Comprehension]
22. Ensuring timely availability of talent, forecasting manpower requirement of an organization are important task to balance the demand and supply of manpower. Explain the meaning of HR planning. (CO1) [Comprehension]

Part C [Problem Solving Questions]

Answer all the Questions. Each question carries TEN mark.

(2Qx10M=20M)

23. Maintaining uniformity at workplace is important as it helps in maintaining discipline. Rules, regulations and policies are important for maintaining decorum as they are implied to all the employees in general. Illustrate various HR policies and how they can help in managing the organization. (CO1) [Application]
24. HRM is one of the important functionality of a company that takes care of managing human resources of an organization, but effective working of HR department is mainly dependent on various other sub functions from the domain. Illustrate the various operative functions of HR department and their relevance in managing the company. (CO1) [Application]