PRESIDENCY UNIVERSITY, BENGALURU
SCHOOL OF MANAGEMENT

Weightage: 40 %   Max Marks: 100   Max Time: 3 hrs.   15 May 2018, Tuesday

ENDTERM FINAL EXAMINATION MAY 2018

Even Semester 2017-18   Course: **HRM 201 Human Resource**   II SEM. MBA
                                              Management

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Instructions:
  (i)   *Read the question properly and answer accordingly.*
  (ii)   *Question paper consists of 3 parts.*

Part A

The following statements have multiple choices of answers to choose from. Choose the correct answer.   (10Q X 1M = 10 Marks)

1. Sanjay records every activity in which he participates at work along with the time it takes him to complete each activity. Which of the following approaches to job analysis data collection is most likely being used at Joaquin's workplace?
    a) Diaries
    b) Interviews
    c) Direct observations
    d) Questionnaires

 2. Which of the following occupations most likely does NOT use apprenticeship training to prepare new employees?
    a) Chef
    b) Electrician
    c) Dental assistant
    d) Banker

 3. During the job analysis process, it is important to _____ before collecting data about specific job duties and working conditions.
    a) Test job questionnaires on a small group of workers
    b) Confirm the job activity list with employees
    c) Select a sample of similar jobs to analyze
    d) Develop a job description outline
 4. Malathy works as a nurse on temporary assignment for hospitals throughout the region on an as-needed basis. Malathy is _____.
     a) A contingent worker

b) On job rotation
c) Using job enlargement
d) In a benchmark job

5. The compensation which is paid to those employees seeking for a job and usually paid for up to 26 weeks is classified as
   a) Worker's compensation
   b) Employment compensation
   c) Unemployment compensation
   d) Severance pay

6. From the below mentioned options, which of the following is not mentioned under the welfare provision in the factories act?
   a) Canteen
   b) Creches
   c) Drinking water
   d) First aid

7. The term used before the language of modern HRM was _____
   a) Labour Relations
   b) Personnel Management
   c) Industrial Management
   d) All of the above

8. Verification of deficiencies in performance to determine training or job rotation is called
   a) Need analysis competency model
   b) Competency model
   c) Task analysis
   d) Performance analysis

9. The formal procedure in which job terminated person is counseled and trained to secure a job position by teaching self-appraising techniques is classified as
   a) Termination interview
   b) Outplacement counseling
   c) Exit interviews
   d) Subordination interviews

10. The basic compensations given to employees as salaries or wages are called
    a) Base pay
    b) Wages
    c) Variable pay
    d) Salaries

11. Name the following terms: **(10Q X 1M = 10 Marks)**

    a) Used for compensation planning purposes, it is the process of comparing a job with other jobs in an organization to determine an appropriate pay rate for the job.

b) An interviewing method where a prospective employee is interviewed by a small group of his/her peers

c) A set of planned activities intended to provide the organization with the skills it requires to meet current and future business demands.

d) An employee who is transferred to work abroad on a long-term job assignment

e) A written description of a job which includes information regarding the general nature of the work to be performed, specific responsibilities and duties, and the employee characteristics required to perform the job.

f) The process of creating, acquiring, sharing and managing knowledge to augment individual and organizational performance.

g) A performance appraisal strategy in which subordinates determine and set goals for themselves based on the overall goals and objectives for the organization.

h) A method of analyzing how employee skill deficits can be addressed through current or future training and professional development programs, as well as determining the types of training/development programs required, and how to prioritize training/development.

i) A periodic review and evaluation of an individual's job performance.

j) The process of maintaining or improving employee job performance through the use of performance assessment tools, coaching and counseling as well as providing continuous feedback.

PART B

Answer ANY 4 out of 5 Questions   **(4Q X 10M = 40 Marks)**

12. Assume you are the manager in a small restaurant; responsible for training and development of employees, supervising them for promotion. Compile a list of areas on the basis of which you will conduct a training need analysis for them. Also develop a format for this purpose.

13. What is the purpose of a performance appraisal? Compare and contrast performance management and performance appraisal.

14. Being the member of the faculty appraisal process in a B-school of repute in Karnataka prepare a set of critical incidents covering the classroom performance of one of the professors in the institute.

15. Write about the Factories Act and Maternity Benefit Act with their years of enforcement.

16. Design a market-competitive pay plan for a HR Manager. Take into consideration monetary and non- monetary components.

PART C

(2Q X 20 M = 40 Marks)

17. Develop a Graphic Rating Scale to appraise the performance of a Junior Marketing Executive.

18. Develop an orientation program for MBA students entering Presidency University, Bangalore for the academic year 2018-19.

PRESIDENCY UNIVERSITY, BENGALURU

SCHOOL OF MANAGEMENT

Weightage: 20 %   Max Marks:60   Max Time: 2 HRS.   6 March Tuesday 2018

MID TERM EXAMINATION   SET B

Even Semester 2017-18 Course: **HRM201 Human Resource Management**   II Sem. MBA

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Instructions:
   (i) *Read the question properly and answer accordingly.*
   (ii) *Question paper consists of 3 parts.*

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Part A

(5Q x 5 M = 25 Marks)

1. What are the steps of job analysis.

2. Arun has completed his MBA and joined Simarc Corp as a HR generalist. You have been chosen as Arun's mentor. Planning ahead for your new employee's arrival will allow you to spend productive time on that first day. Explain what you will tell Arun as his job profile would be like. Mention in points what are the functions of Arun as a HR generalist

3. Mention in points the nature of HRM.

4. Write a short note on Gamification in Recruitment.

5. Name the following **-**

   a) The procedure through which you determine the duties of positions in the organization and the characteristics of the people to hire for them.

   b) It represents a written summary of the job as an identifiable organisation unit.

   c) Steps involved in choosing someone who has the right qualifications to fill a current or future job opening.

   d) The process of identifying and developing new leaders who can replace old leaders when they leave, retire or die.

   e) Mention three responsibilities of the HR line manager.

Part B

(2Q x 10 M = 20 Marks)

6. Prepare a job description for any position of your choice. Give the inputs required in terms of job and duties to be performed and skill and qualifications required.

7. Discuss the various internal and external sources of recruitment.

Part C

(1Q x 15 M = 15 Marks)

8. When a candidate accepts the job offer, the induction process begins. Most organizations send the candidate a welcome package and employment contract to be signed and returned. Before the person gets a job offer and a candidate get converted to an employee, what series of processes does he undergo? In this light discuss the process of finding, hiring and initiating employees.