

Total No. of Questions : 3]

SEAT No. :

P-1850

[Total No. of Pages : 3

[6033]-301
S.Y. B.B.A.
PRINCIPLES OF HUMAN RESOURCE
MANAGEMENT
(2019 Pattern) (Semester - III) (CBCS)

Time : 2½ Hours]

[Max. Marks : 70

Instructions to the candidates :

- 1) *All questions are compulsory.*
- 2) *Figures to the right indicate full marks.*

- Q1) A) Multiple Choice Questions. [5]**
- i) The term bottom up approach is commonly associated with_____
 - a) Normal group technique
 - b) Delphi technique
 - c) Managerial judgement
 - d) Replacement charts
 - ii) _____ is the managerial function of the HR manager.
 - a) Procurement
 - b) Development
 - c) Organizing
 - d) Performance appraisal
 - iii) Bringing together various tasks to build a job is called_____
 - a) Job evaluation
 - b) Job design
 - c) Job classification
 - d) Job Description
 - iv) The factors that influence the selection of individual career choices are usually referred as _____
 - a) Career anchoring
 - b) Career path
 - c) Career goals
 - d) Mentoring
 - v) _____ e-HRM is concerned with administrative function-payroll & employee personal data, for example
 - a) Operational
 - b) Relational
 - c) Transformational
 - d) None of above

P.T.O.

B) Match the following [5]

- | A | B |
|--|-------------------------------------|
| i) View employee as an asset | a) Personnel Management |
| ii) View employee as a labour | b) Human Resource Management |
| iii) Mid Career stage | c) Directing |
| iv) Telling employees the tasks to perform | d) Organising |
| v) Aligning People & resources | e) Between age group of 35-50 years |

C) Answer in one sentence : [5]

- i) Define the term Human Resource planning?
- ii) State any two challenges before HRM?
- iii) Who is the founder of Human Relations Movement & known for research including the Hawthorne studies?
- iv) State any two E-HRM activities.
- v) Define the term International HRM(I-HRM).

D) Fill in the blanks: [5]

- i) A group of positions that have similar duties, tasks & responsibilities is called_____.
- ii) A _____ is defined as a sequence of separate but related work activities that provides continuity, order & meaning in person's life.
- iii) _____ is a plan or a sketch of the job to be done.
- iv) _____ is the process of imparting or increasing knowledge or skill of an employee to do a particular job.
- v) HRIS stands for_____.

Q2) Long Answer questions (Attempt Any 3) (10 marks each) [30]

- a) Define the term Human Resource Management. Explain its functions in detail.
- b) What do you mean by Human Resource Planning? Explain the process of HRP.
- c) What do you mean by Career Planning? State its objectives & explain the process in detail.
- d) Explain the concept of Outsourcing in detail.
- e) Explain Job Analysis along with the methods in detail.

Q3) Short Notes (Attempt Any 4) (5 marks each)

[20]

- a) Difference between Personnel Management & HRM.
- b) Work from Home.
- c) Job Evaluation.
- d) Employee Morale.
- e) E-HRM.
- f) Job Description



Total No. of Questions : 3]

SEAT No. :

P2070

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[5802] - 301

S.Y. B.B.A. (Semester - III)

**301 : PRINCIPLES OF HUMAN RESOURCE MANAGEMENT
(2019 Pattern) (CBCS)**

Time : 2½ Hours]

[Max. Marks : 70

Instructions to the candidates :

- 1) *All questions are compulsory.*
- 2) *Figures to the right indicate full marks.*

Q1) A) Multiple Choice Questions :

[5]

- i) Which of the managerial function given below is the function of HR manager?
 - a) Procurement
 - b) Development
 - c) Organizing
 - d) Performance Appraisal
- ii) Brining together various tasks to build a job is called _____.
 - a) Job evaluation
 - b) Job design
 - c) Job classification
 - d) Jobe description
- iii) The systematic & deliberate advancement made by an individual in his career in the entire work life is known as _____.
 - a) Career Anchoring
 - b) Career path
 - c) Career guidance
 - d) Mentoring
- iv) Which of the following is not a dimenssion of work force diversity?
 - a) Affirmative Action
 - b) Religion
 - c) Union status
 - d) Ethnic background
- v) _____ is a use of electronic ways & means to execute the functions of HRM.
 - a) E - HRM
 - b) I HRM
 - c) HRIS
 - d) Out sourcing

P.T.O.

B) Match the following : [5]

- | (A) | (B) |
|--|----------------------|
| i) Written summary of minimum qualification, skills, knowledge required for particular job | a) Job description |
| ii) Written statement of roles, tasks duties & responsibilities expected to be performed | b) Human Relations |
| iii) Procedure of integrating people through interaction at workplace | c) Job Specification |
| iv) Telling employees to perform Specific task & make sure that the work done is as per given instructions | d) Controlling |
| v) Examining & verifying if every-thing is as per the set plan standard. | e) Direction |

C) Answer in one sentence. [5]

- i) Define the term job specification.
- ii) What do you mean by workforce diversity?
- iii) Write the stages of career planning?
- iv) State any five functions of HRM.
- v) State any four roles of HR manager.

D) Fill in the blanks. [5]

- i) _____ is a process of analyzing an organization's human resource needs under changing conditions & developing the activities necessary to satisfy those needs.
- ii) _____ means having wide range of individuals in the organisation.
- iii) A employee _____ is defined as the attitude, satisfaction & overall outlook of employees during their association with an organisation.
- iv) A _____ is defined as a sequence of separate but related work activities that provides continuity, order & meaning in person's life.
- v) HRIS stands for_____.

Q2) Long Answer questions (Attempt Any 3) (10 marks each) [30]

- a) Define the term HRM. Explain in detail the scope of HRM.
- b) Explain the process of Human Resource Planning.
- c) Explain job satisfaction along with the measures to increase job satisfaction.
- d) Define the term E - HRM. Explain E - HRM activities. Also state types of EHRM.
- e) Explain the term Job evaluation along with its objectives & advantages.

Q3) Short Notes (Attempt Any 4) (5 marks each) [20]

- a) Challenges before HRM.
- b) Differentiate between HRM & Personnel management.
- c) Employee morale.
- d) Job description.
- e) Models of HR System.
- f) Outsourcing.



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SEAT No. :

P5947

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[6143]-301

S.Y. B.B.A.

**301 : PRINCIPLES OF HUMAN RESOURCE MANAGEMENT
(2019 Pattern) (Semester -III)**

Time : 2½ Hours]

[Max. Marks : 70

Instructions to the candidates:

- 1) All questions are compulsory.*
- 2) Figures to the right indicate full marks.*

Q1) A) Multiple Choice Questions. [5]

- a) _____ Views employees as an important assets for the development of organization.
 - i) HRM
 - ii) Personnel Management
 - iii) Outsourcing
 - iv) None of above
- b) Human Resource Planning is required due to _____.
 - i) Technological Upgradation
 - ii) Skill Shortage
 - iii) Government Regulations
 - iv) All of above
- c) Responsibility for Career Planning does not include _____.
 - i) Responsibility of Employee
 - ii) Responsibility of Organization
 - iii) Responsibility of Public
 - iv) Responsibility of Employer
- d) Application of E-HRM includes _____.
 - i) E-Training
 - ii) E-Payroll
 - iii) E-Recruitment
 - iv) All of above
- e) The Functions of HRM includes _____.
 - i) Operative Functions
 - ii) Managerial Functions
 - iii) Planning
 - iv) Both (i) & (ii)

P.T.O.

B) Match the Pairs [5]

Set A	Set B
a) Feeling or attitude of an employee towards the job he is performing	i) External Environmental Factor
b) Organizational Culture	ii) Statement of skills & knowledge required to perform job.
c) Technology	iii) Job Satisfaction
d) Job Specification	iv) Internal Environmental Factor
e) Job Description	v) Statement of duties, responsibilities and functions of a particular job

C) Answer the following (Any 5) [5]

- a) Define the term HRM.
- b) What do you mean by Job Analysis?
- c) Define the term Career Planning.
- d) Define Human Resource Planning.
- e) State the approaches of IHRM.
- f) Define Employee Morale.

D) Fill in the blanks. [5]

- a) _____ Means having wide range of individuals in the organization.
- b) Exploration, Establishment, Mid-career, Late Career and Decline, are the stages of _____.
- c) Human resource planning is also known as _____.
- d) HRIS stands for _____.
- e) _____ is a sequence of separate but related work activities that provide continuity, order & meaning in person's life.

Q2) Answer the following (Any 3)

[30]

- a) State and explain Objectives & Principles of HRM.
- b) State & explain the factors influencing the Estimation of Human Resource in Organization.
- c) What are the causes of low employee morale. Explain the measures to strengthen the morale of the employees.
- d) Write a detailed note on Recent Trends in HRM.

Q3) Write Short Notes on (Any 4)

[20]

- a) HR Outsourcing.
- b) Benefits of Career Planning.
- c) Limitations of HRP.
- d) Roles of HR Manager.
- e) Advantages of Job Satisfaction.
- f) Components of Job Analysis.



Total No. of Questions : 3]

SEAT No. :

PA-1902

[Total No. of Pages : 3

[5953]-301

S.Y.B.B.A.

**301 : PRINCIPLES OF HUMAN RESOURCE MANAGEMENT
(2019 CBCS Pattern) (Semester - III)**

Time : 2½ Hours]

[Max. Marks : 70

Instructions to the candidates:

- 1) All questions are compulsory.*
- 2) Figures to the right indicate full marks.*

Q1) A) Multiple choice questions [5]

- i) Planning, organising, controlling, directing are _____ type of functions
 - a) Operative
 - b) Managerial
 - c) Technical
 - d) None of above
- ii) _____ involves collection of job related information
 - a) Job Analysis
 - b) Job description
 - c) Job design
 - d) Job specification
- iii) _____ factors lower down morale of an individual employee
 - a) Discontentment from Job
 - b) Demotion
 - c) Frustration
 - d) All of above
- iv) Reason for investing in outsourcing HR functions includes _____
 - a) lack of shared objectives
 - b) poor communication
 - c) improved profit and productivity
 - d) failure to manage relationship
- v) The scope of international HRM includes _____
 - a) Training and development
 - b) Recruitment and selection
 - c) Human Resource planning
 - d) All of the above

P.T.O.

B) Match the pairs. [5]

- | A | B |
|--------------------------------|---|
| i) Job specification | a) Combination of peer, superior, subordinate and self review appraisal |
| ii) Recruitment | b) A process of actively seeking out, finding and hiring candidate for a specific position or job |
| iii) Induction | c) The process of familiarizing the new employees to organisation's rules and regulations |
| iv) 360° Performance Appraisal | d) Statement of minimum qualification required for a job |
| v) Job Analysis | e) Process of studying and collecting information about job |

C) Answer in one sentence. [5]

- i) State any 2 advantages of workforce diversity.
- ii) Give 2 examples of software systems used in HRIS.
- iii) Mention any 2 objectives of career planning.
- iv) State any 2 advantages of high employee morale.
- v) Mention any 2 objectives of International Human Resource Management

D) Fill in the blanks. [5]

- i) _____ describe the overall outlook, attitude, satisfaction and confidence that employee feel at work.
- ii) In HRM, HRIS stands for _____
- iii) _____ is a factual statement of tasks and duties involved in a job.
- iv) ERP stands for _____
- v) _____ is a process of picking up an individual (out of pool of job applicants) with requisite qualification and competence to fill the job in the organization.

Q2) Solve any 3 questions out of 5. **[30]**

- a) What do you mean by HRM. Explain the functions of HRM.
- b) What is Human Resource Planning? Explain the process of Human Resource Planning (HRP).
- c) Define the term Job Analysis. Explain the components of Job Analysis.
- d) Explain various factors contributing to employee job satisfaction.
- e) “HRM practices are being changed as per changing work environment”, explain the statement using recent trends and practices in HRM.

Q3) Write short notes (Any 4.) **[20]**

- a) Difference between HRM and personnel management.
- b) Advantages and barriers of HRP.
- c) Principles of HRM.
- d) Causes of low employee morale.
- e) Virtual organisation.
- f) E-HRM



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SEAT No. :

P2070

[Total No. of Pages : 3

[5802] - 301

S.Y. B.B.A. (Semester - III)

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