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SEAT No. :

P2160

[Total No. of Pages : 3

[5804]-301

S.Y. BBA

INTERNATIONAL BUSINESS

301 : Elements of Human Resource Management

(CBCS 2019 Pattern) (Semester - III)

Time : 2½ Hours]

[Max. Marks : 70

Instructions to the candidates:

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

Q1) A) Multiple choice questions. [5]

- i) The first step in performance Appraisal process is _____
 - a) Training session
 - b) Establish performance standards
 - c) Feedback session
 - d) Interview session
- ii) _____ is on the job training method.
 - a) Job Rotation
 - b) Understudy
 - c) Role Play
 - d) Both a) & b)
- iii) _____ is managerial function of HRM.
 - a) Directing
 - b) Employment
 - c) Compensation
 - d) Motivation
- iv) _____ refers to the development of work practices that challenge & motivate the employees to perform better.
 - a) Job Rotation
 - b) Job Enlargement
 - c) Job Enrichment
 - d) None of above
- v) Which of the following is one of the steps in the process of Human Resource planning?
 - a) Employee branding
 - b) Fore casting
 - c) Both a) & b)
 - d) None of above

P.T.O.

B) Match the pairs : [5]

	Set A		Set B
i.	It is concerned with pre Planning of activities to be done in future	a.	Promotion
ii.	Role Play	b.	On the Job Training method
iii.	Job Instruction Training	c.	Planning
iv.	Lateral movement of an individual from one position to another	d.	Off the job training method
v.	Shift in the Position in which responsibilities and rank is increased	e.	Transfer

C) Answer in one sentence : [5]

- i) State any two principle of HRM.
- ii) State any two bases for Promotion.
- iii) Define job Description.
- iv) Write any two operative functions of HRM.
- v) State any two off the job training methods.

D) Fill in the blanks : [5]

- i) The act of improving knowledge of skill of an employee for doing a particular job is known as _____.
- ii) TQM stand for _____.
- iii) A statement that defines roles, tasks, duties, & responsibilities expected to be performed in a particular job is known as _____.
- iv) MBO is one of the method of _____.
- v) _____ result in increase in pay, prestige, designation and responsibilities.

Q2) Attempt any 3 questions :

[30]

- a) Define the term HRM. Explain various functions of HRM.
- b) Explain in detail the process of Human Resource Planning.
- c) What do you mean by performance Appraisal? Discuss the error/problems in performance Appraisal.
- d) Elaborate the different method of training.
- e) State & Explain various challenges of HRM.

Q3) Write short notes (Any 4) :

[20]

- a) Benefit of training.
- b) Role of HR manager.
- c) Types of Promotion.
- d) Job Rotation.
- e) Sources of Recruitment.
- f) Out sourcing.

