

Total No. of Questions : 3]

SEAT No. :

PA-2000

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[5955]-301

S.Y. B.B.A. (I.B.)

**301 : Elements of Human Resource Management  
(2019 Pattern) (CBCS) (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) Primary Responsibility for human resource planning lies with -
  - a) HR manager line manager
  - b) General manager
  - c) Trade union leader
  - d) Line manager
- ii) Human Resource management include below scope.
  - a) Procurement
  - b) Development
  - c) Compensation
  - d) All the above
- iii) Position head by and individual through out his work life are normally suffered to as -
  - a) Job
  - b) Task
  - c) Career
  - d) None of the above
- iv) The systematic and deliberate advancement made by any individuals in his careers in the entire work life is known as -
  - a) Career path
  - b) Career Goal
  - c) Career Guidance
  - d) Career Anchoring

**P.T.O.**

- v) Human Resource is -
  - a) It is an Art of handling manpower
  - b) It is an power to manipulate employees
  - c) It is Decision maker in all function of organisation
  - d) HRM is Job Analysis componant

B) Match the pair : [5]

- |                             |  |
|-----------------------------|--|
| i) Human Relation Area      | a) 1980 onwards                            |
| ii) Job Analysis            | b) Time involve in task                    |
| iii) Job Analysis Componant | c) 1930 - 1950                             |
| iv) International HRM       | d) Economic Diversity                      |
| v) HRM Era responsibility   | e) Collection of Duties and Responsibility |

C) Answer in one sentence : [5]

- i) Explain “Trainee and Development”.
- ii) What is performance Appraisal?
- iii) What is Human Resource planning?
- iv) What are Benefit of career planning?
- v) What is employee morale?

D) Fill in the blanks : [5]

- i) Gender Diversity effects at certain. Extent of work life Balance of an employee \_\_\_\_\_
- ii) It is important for the HR Department to convince \_\_\_\_\_ of the need for implementing Diversity.
- iii) Bringing together various task to build a Job is called \_\_\_\_\_.
- iv) \_\_\_\_\_ are the resource that provide utility value to all resources.
- v) \_\_\_\_\_ is concerned with people at the workplace, interaction and Relation with each other.

**Q2)** Solve any three out of five Long answer questions : **[3 × 10 = 30]**

- a) What are the function of HRM? Explain in details.
- b) What is Job Evaluation? Explain its features and advantages.
- c) What are stages of career planning.
- d) What is the work force Diversity? Explain primary and secondary factors.
- e) Explain the process of Human Resource planning with neat suitable Diagram.

**Q3)** Short notes (Solve any 4 out of 6) : **[4 × 5 = 20]**

- a) Job Description
- b) Objective of Career planning
- c) Importance of morale
- d) Out sourcing
- e) Challenges before HRM
- f) Components of Job Analysis

