[6145]-301

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

301 : ELEMENT 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 indicates full marks.

Q1) A)   Multiple choice Questions.   **[5]**

    a)   Which of the following is an Essential Elements of Human Resource Planning?

        i)   Employee Performance Evaluation

        ii)   Recuritment & selection.

        iii)   Work place safety Regulation

        iv)   Marketing strategies

    b)   What does the term "Job Analysis' Refers to Human Resource management?

        i)   Assessing Employee Job satisfaction

        ii)   Identifying Employee training need

        iii)   Evaluation Employee Performance

        iv)   Determining the task and Responsibility

    c)   What is the purpose of an Employee grievance handling procedure?

        i)   To promote work place diversity and inclusion

        ii)   To provide Employee T & D opportunities

        iii)   To Address and Resolve Employee Complaint and concern

        iv)   To Determine Employee compansation and Benefit

    d)   What is the Role of Human Resources in talent acquisition?

        i)   Identify training need

        ii)   Conducting performance Appraisal

        iii)   Recruiting and selecting qualified Candidates?

        iv)   Administering Employee Benefits

B) Match the Pairs.   **[5]**

	Group A		Group B
a)	Job Analysis	i)	The process of assessing and Evaluating Employee Job Performance
b)	Recruitment & selection	ii)	The systematic process of attracting screening & selecting qualified Individual for Position within an organisation
c)	Training & Developement	iii)	The process of identifing skill, knowledge, & ability for Job
d)	Performance Appraisal	iv)	The process of providing knowledge skill & competencies
e)	Compansation & Benefit	v)	The system of Reward, incentive and benefit provide to employee in Exchange for their work

C) Fill in the Blanks   **[5]**

a) _____ is the process of assesing and Evaluating of Imployee Job Performance to provide feedback and identify area for improvement.

b) _____ Encompasses the system of Rewards incentives & Benefits provided to Employees in Exchange for their work and contribution to the organisation.

c) _____ Involve managing the Relationship between Employee and the organisation, including conflict resolution, Employee satisfaction and communication

d) _____ Involve Identify skill, knowledge & ability Required for a particular Job through data collection and Analysis.

e) _____ Is the systematic process of attracting Screening, and selecting Qualified Individual for Job position within an organisation.

D) Answer in one sentence. **[5]**

    a) What is the purpose of Job Analysis in HRM?

    b) How does Employee Recruitment Contribute to Building a talented work force?

    c) What are the effective technique for interviweing & selecting candidate?

    d) What are the key consideration in Human Resource Planning for Organisation success.

    e) Term of HRM & its Elements.

Q2) Answer Any Three   **[3×10=30]**

    a) What is HRM? State the scope & importance.

    b) What is mean by training Explain its method.

    c) Disscuss the Role of Personnel manager.

    d) Explain the various factor influincing Human Resource planning.

    e) Explain the term of performance Appraisal its process and problem?

Q3) Attempt Any Two from the following.   **[2×10=20]**

    a) Challenges before human Resource management.

    b) What is personnel Department Explain the function of personnel Department in line organisation.

    c) Explain in brief cross cultural training and types of Training.

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