

Total No. of Questions : 4]

SEAT No. :

PC-1098

[Total No. of Pages : 3

[6316] - 101

S.Y.B.B.A.

**301: 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 right indicate full marks.*

Q1) a) Multiple-Choice Questions : [5]

- 1) Planning, organising, controlling, directing are _____ type of functions of HRM
 - a) Operative
 - b) Managerial
 - c) Technical
 - d) None of above
- 2) Job analysis is a process of gathering information about the _____.
 - a) Job holder
 - b) Job
 - c) Management
 - d) Organization
- 3) Bringing together various tasks to build a job is called_____.
 - a) Job evaluation
 - b) Job design
 - c) Job classification
 - d) Job description
- 4) Series of processes aimed at assisting the employees make informed career decisions is known as_____.
 - a) Career guidance
 - b) Career anchoring
 - c) Mentoring
 - d) Career goals
- 5) An unquantifiable metric, is defined as a positive emotional response of experience when person doing job or when person present at work is called as _____.
 - a) Job Satisfaction
 - b) Job Evaluation
 - c) Employee Morale
 - d) None of the above

P.T.O.

b) Match the pairs : [5]

	Group A		Group B
1)	Combination of peer, superior, subordinate and self-review appraisal	A)	Human Resource Management
2)	Statement of minimum qualification required for a job	B)	Human Relation
3)	View employee as an asset	C)	Induction
4)	Procedure of integrating people through interaction at workplace	D)	360° Performance Appraisal
5)	The process of familiarizing the new employees to organisation's rules and regulations	E)	Job specification

c) Answer in one sentence : [5]

- i) Define the term Human Resource Management?
- ii) What do you mean by Job Satisfaction?
- iii) Define the term International HRM (I-HRM).
- iv) What is Job Evaluation?
- v) Define Employee Morale.

d) Fill in the blanks: [5]

- i) ERP stands for _____.
- ii) _____ is a process of actively seeking out, finding and hiring candidate for a specific position or job.
- iii) _____ includes various services, benefits and facilities offered to employees by the employers.
- iv) _____ is concerned with people at the workplace and their interaction and relations with each other.
- v) Positions held by an individual throughout his work life are normally referred to as _____

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 is Human Resource Planning? Explain the Advantage & Limitations of Human Resource Planning (HRP).
- c) Define the term Job Analysis. Explain the components of Job Analysis.
- d) What do you mean by Career Planning? Explain the Objectives and Process of Career Planning in detail.
- e) Explain the term Workforce Diversity along with the Factors Increasing Workforce Diversity.

Q3) Write Short Notes (Attempt Any 4) (5 Marks Each) [20]

- a) Out- Sourcing
- b) Job Description.
- c) Difference Between Personnel Management & HRM
- d) Principles of HRM.
- e) E-HRM
- f) Employee Morale

