

Roll No: _____



**UNIVERSITY OF PETROLEUM
AND ENERGY STUDIES**

School Of Business

End term Examination, December 2018

Program	: BBA (HR and AI&S)	Semester: III
Subject (Course):	HUMAN RESOURCES MANAGEMENT	Max. Marks: 100
Course Code	:BBCH-103	Duration: 3 Hrs
No. of pages	:04	

(SECTION - A)

(10 X 2 = 20)

Multiple Choice Questions (All Questions are compulsory):

1. Which is not the content of job specification. CO1
 - a. Experience
 - b. Judgement
 - c. Training
 - d. Duties

2. Under this method the job holder is ask to share the past experience CO1
 - a. Critical incident method
 - b. Observation
 - c. Checklists
 - d. Interview

3. Which of the following is a horizontal expansion in a job CO1
 - a. Job enlargement
 - b. Job enrichment
 - c. Job rotation

d. Job simplification

4. Promotions and transfers from among the present employees is which of the internal source of recruitment CO1

a. Present employees

b. Employee referrals

c. Previous applicants

d. None of the above

5. _____ is a systematic process by which one decides his/her career goals and the path to reach these goals. CO1

a. Career

b. Succession planning

c. Career planning

d. None of the above

6. "The process of studying and collecting information relating to the operations and responsibilities of a specific job. The immediate product of this analysis is job description and job specification". This definition of job analysis was given by- CO1

a. Jones and Decothis

b. Edwin B. Flippo

c. Dale Yoder

d. Herbert G. Hareman

7. _____ is an effort to determine the relative value of every job in a plant to determine what the fair basic wage for such a job should be. CO1

a. Job simplification

b. Job evaluation

c. Job analysis

d. None of the above

8. One of the following is a future oriented appraisal technique: CO1

a. MBO

b. Rating scale

c. Checklist

d. Field review method

9. Job related information available through job analysis is not necessary for human resource planning. CO1

a. True

b. False

10. Performance appraisal is a systematic evaluation of the individual with regard to his/her performance on the job and his potential for development CO1

a. True

b. False

(SECTION - B)

(4 X 5 = 20)

Short answers questions (All Questions are compulsory):

11. Difference between training and development. (5 Marks) CO2

12. Explain the techniques of job design. (5 Marks) CO3

13. Write short notes on the following: (2x5 Marks) CO2

a) Job analysis and its method of data collection

b) On the job training

(SECTION - C)

(3 X 10 = 30)

Long answer type questions (Any Three):

14. What is performance management? Explain the various methods of performance appraisal?

CO4

15. What do you mean by career planning? Explain all the stages of career planning? CO3

16. What are the challenges of HRM in present scenario of competitive market? CO3

17. Explain human resource planning process. CO1

(SECTION - D)

(3X 10 = 30)

Case-Study (All Questions are compulsory):

(a) The world-renowned British theoretical physicist Stephen Hawking, known for his contributions to the fields of cosmology, general relativity and quantum gravity especially in the context of black holes, says that “Artificial Intelligence will never kill human brain”.

Questions:

18. Taking a cue from Mr. Hawking’s comment, can you say that human beings can never be replaced by artificial intelligence and robots in the workplaces? Substantiate your point of view on this issue. CO3

(b) A Protect & Gamble survey shows that wearing the right make-up can help women move up the career faster. Another survey by Aziz Corporation in Britain of 100 company bosses showed that one in four employers were more likely to give a job to a woman who wore make-up than one who did not. A third of those surveyed felt that a woman without make-up looked like she couldn’t be bothered to make an effort. Again, Aziz Corporation, which is a communication and leadership consultancy, is in the business of image management and its consultants seem to be in the job of dishing out advice such as the etiquette of wearing heels to businesswomen to make an impact in boardrooms. Kaya Skincare, along with Nielsen had some time ago done a survey of the Indian men in the 18-50 age group, which showed that they were quite aware of the importance of personal grooming for workplace success. Eight out of 10 men surveyed said that being well-groomed had a positive effect on their careers.

Questions.

19. Do you buy an argument that who take care of themselves also take care of their jobs better? CO3

20. Don’t you think that it is a discrimination to give more wages and faster promotion to attractive workers (both sex)? CO2

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Multiple Choice Questions (All Questions are compulsory):

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 - a. Critical incident method
 - b. Observation
 - c. Checklists
 - d. Interview

2. _____ is a systematic process by which one decides his/her career goals and the path to reach these goals. CO1
 - a. Career
 - b. Succession planning
 - c. Career planning
 - d. None of the above

3. Job related information available through job analysis is not necessary for human resource planning. CO1
 - a. True

b. False

4. Which of the following is a horizontal expansion in a job CO1

- a. Job enlargement
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- c. Job rotation
- d. Job simplification

5. _____ is an effort to determine the relative value of every job in a plant to determine what the fair basic wage for such a job should be. CO1

- a. Job simplification
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- c. Previous applicants
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(SECTION - B)

(4 X 5 = 20)

Short answers questions (All Questions are compulsory):

11. What do you mean by career planning? Explain all the stages of career planning? CO2

12. Explain the techniques of job design with examples. CO3

13. Write short notes on the following: (2x5 Marks) CO2

- a) Job analysis and its method of data collection
- b) Recruitment

(SECTION - C)

(3 X 10 = 30)

Long answer type questions (Any Three):

14. Discuss the methods of training and development. CO2

15. What is performance management? Explain the various methods of performance appraisal?

CO4

16. What are the challenges of HRM in present scenario of competitive market? CO3

17. Explain human resource planning process. CO1

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