

**Dr. Babasaheb Ambedkar Open University**  
**Term End Examination August – 2020**

<b>Course</b>	<b>:</b>	<b>BBAHT</b>	<b>Date</b>	<b>:</b>	<b>21/08/2020</b>
<b>Subject Code</b>	<b>:</b>	<b>BBAHT - 305 (NEW)</b>	<b>Time</b>	<b>:</b>	<b>09:00am to 11:00am</b>
<b>Subject Name</b>	<b>:</b>	<b>Human Resource Management</b>	<b>Duration</b>	<b>:</b>	<b>02 Hours</b>
			<b>Max. Marks</b>	<b>:</b>	<b>50</b>

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**Section A**

**Answer the following (Attempt any two) (20)**

1. Define HRM. Explain Functions and importance of Human Resource Management.
2. What do you mean by Human Resource Planning? What are the objectives of HR Planning? Explain in brief about the importance of HR planning.
3. Explain details about the various Job Analysis Methods adopted by HR.
4. Explain various sources of Recruitment in details.

**Section B**

**Answer the following (Attempt any three) (15)**

1. Write a comparative note on Personal Management vs. Human Resource Management
2. Write a short note on Job Analysis.
3. Explain in short the Significance of Job Specification.
4. Write a short note on Career Planning
5. Explain in brief about the Procedure of Training.

**Section C**

**Part – A (Multiple Choice Questions) (10)**

- 1 It refers to the association of pay design with various internal factors like position, experience, hierarchical structures etc.  
A Alignment B Performance  
C output D Competitiveness
- 2 Based on the laws employees need to be paid for the time they have not worked is known as  
A Pay for time not worked B Disability income continuum  
C Deferred Income D Pay for work and performance
- 3 It is the stable wage that is provided to employees based on recommendations of the Fair Wage committee  
A Dearness Allowance B Base Pay  
C House Rent Allowance D Conveyance
- 4 it is a sum provided by employers for sharing the profits of a company  
A Conveyance B Bonus  
C Leave Travel Allowance D All of Above

- 5 It's a lump sum provided to employees who have completed five years of continuous services with the company
- A Gratuity
  - B Insurance
  - C Provident Fund
  - D Leave Travel Allowance
- 6 Executives: Office manager, superintendent, supervisor, etc. comes under the following grade:
- A Class 4
  - B Class 3
  - C Class 1
  - D Class 2
- 7 It is the technique of reducing the excess workforce from the organization
- A Salary Survey
  - B Crèches
  - C Fringe benefits -
  - D Retrenchment
- 8 The four objectives of Performance appraisal are:
- A Salary reviews
  - B Assists promotions
  - C Planning Job Rotation
  - D All of these
- 9 This is also known as linear rating scale and is among the simplest methods of appraisals
- A Ranking Method
  - B Quantitative Method
  - C Scale Method
  - D Graphic Rating Scale
- 10 This refers to the aspirations with which an employee starts his career
- A Career Planning
  - B Career Path
  - C Career Anchors
  - D Career Goal

**Part – B (Do as Directed)**

**(05)**

**Explain in 1 or 2 Line**

- 1 Talent Management
- 2 ROI
- 3 Title Of The Job
- 4 Reporting structure
- 5 Man Analysis reviews