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

Course **BBAHT** Date 21/08/2020 **Subject Code BBAHT - 305 (NEW)** Time 09:00am to 11:00am **Human Resource Management** 02 Hours **Subject Name Duration** Max. Marks 50 Section A (20)**Answer the following (Attempt any two)** 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)It refers to the association of pay design with various internal factors like position, 1 experience, hierarchical structures etc. Alignment Performance A В output D Competitiveness Based on the laws employees need to be paid for the time they have not worked is 2 known as Pay for time not worked Disability income continuum A В Deferred Income D Pay for work and performance It is the stable wage that is provided to employees based on recommendations of the 3 Fair Wage committee Dearness Allowance Base Pay В House Rent Allowance Conveyance C D 4 it is a sum provided by employers for sharing the profits of a company

**Bonus** 

D All of Above

Α

C

Conveyance

Leave Travel Allowance

5	It's a lump sum provided to employees who have completed five years of			
	continuous services with the compa	ny		
	A Gratuity	В	Insurance	
	C Provident Fund	D	Leave Travel Allowance	
6	Executives: Office manager, superintendent, supervisor, etc. comes under the			
	following grade:			
	A Class 4	В	Class 3	
	C Class 1	D	Class 2	
7	It is the technique of reducing the excess workforce from the organization			
	A Salary Survey	В	Crèches	
	C Fringe benefits -	D	Retrenchment	
8	The four objectives of Performance appraisal are:			
	A Salary reviews	В	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	В	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	В	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	ROI Title Of The Job			
4	Reporting structure			
5	Man Analysis reviews			
	an Co			