

<b>Name:</b> <b>Enrolment No:</b>	 <b>UPES</b> <small>UNIVERSITY WITH A PURPOSE</small>
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**UNIVERSITY OF PETROLEUM AND ENERGY STUDIES**  
**End Semester Examination, December 2019**

<b>Course: Human Resource Management</b>	<b>Semester: III</b>
<b>Program: B.B.A- AIS</b>	<b>Time: 03 Hours</b>
<b>Course code: HRES3001</b>	<b>Max. Marks: 100</b>

**Instructions:** Section 'A' is for 20 marks. In section 'A', attempt all statements in question 1 as instructed, each statement carries 2 mark. Section 'B' is for 20 marks. In section 'B', attempt all (four) questions each question carries 5 marks. Section 'C' is for 30 marks. In section 'C', attempt all (three) questions each question carries 10 marks. Section 'D' is for 30 marks. In section 'D', attempt all questions each question carries 15 marks.

**SECTION A ( 20 Marks)**

<b>Q1</b>	<p><b>Choose the correct answer from the choices given.</b></p> <p>1. Which of the following technique of performance appraisal is least susceptible to personal bias?</p> <p style="margin-left: 20px;">a) 360 degree appraisal system  b) Ranking Method  c) Forced-Choice Method  d) Check list</p> <p>2. Money, material, machinery and men are important resources of an organisation,  but all activities are initiated and determined by</p> <p style="margin-left: 20px;">a) Money  b) Machinery  c) Material  d) Men</p> <p>3. Human Resource Management is normally ..... In nature.</p> <p style="margin-left: 20px;">a) Proactive  b) Reactive  c) Combative  d) None of the above.</p> <p>4. Personnel management covers all activities starting from planning, organizing, controlling procurement, development right up to</p> <p style="margin-left: 20px;">a) Compensation  b) Separation  c) Transfer  d) None of the above</p>	<b>CO1</b> <b>20</b>
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	<p>5. The main purpose of human resource planning is to match or fit employee abilities to enterprise requirements, with an emphasis on ..... instead of present arrangements</p> <p>a) Future b) Past c) Standard d) None of the above</p> <p><b>Fill in the blanks:</b></p> <p>6. The campus selection is a ..... source of recruitment. 7. A written summary of Knowledge, Skills and Attitude required to perform a job is..... 8. HRP stands for.....</p> <p><b>Are the following states True (T) or False (F):</b></p> <p>9. HRIS stands for Human Resource Inventory Skills 10. Selection is virtually a kind of elimination process.</p>	
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<b>SECTION B</b>		<b>( 20 Marks)</b>
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Q2	What are the objectives of HRM?	<b>CO2</b> <b>5</b>
Q3	Recruitment is a positive process.	<b>CO2</b> <b>5</b>
Q4	What is the difference between induction and orientation?	<b>CO2</b> <b>5</b>
Q5	What is placement?	<b>CO2</b> <b>5</b>

<b>SECTION-C</b>		<b>( 30 Marks)</b>
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Q6	Define Training. Enlist training steps. Explain very briefly two training methods.	<b>CO3</b> <b>10</b>
Q7	Define Promotion. Enlist various types of Promotion.	<b>CO3</b> <b>10</b>
Q8	Define Separation. Very briefly explain resignation as a method of separation.	<b>CO3</b> <b>10</b>

<b>SECTION-D</b>		<b>( 30 Marks)</b>
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Khanna Ltd. is a large consumer products company. The incumbent CEO of the company left and Mr. Banerjee, who was second in command to the CEO, took over as CEO of the company. Mr. Talwar is a senior executive in the company and has his own views. He has after all been in the business for a decade and a half and he thinks he knows how to tackle the slump the industry is going through. He did not waste time and talked to the new CEO and told him what he thought needed to be done in the company. The CEO heard him out and suggested that he give him some time to learn the ropes. Eventually when he did lay out his plan, Mr. Talwar was shocked to see all his

suggestions completely ignored. When he asked the CEO about this, he responded cryptically that he wanted a team that support him completely and hinted that Mr. Talwar leave the company if he is unhappy. He actually ventured far enough to offer his assistance in finding a new job for Talwar. Mr. Talwar was shocked. He did not understand What to do. One option was not to take it personally. It was probably just a mismatch between his and the CEO's style of functioning. The other option was to gracefully bow out while he still retains the goodwill of the organization and colleagues. He should start exploring opportunities elsewhere and take up the offer that suits him the best. He is still undecided between these two options.

Q9	Do you think the CEO has decided that Mr. Talwar does not fit into his team and that is why he has asked him to quit?	<b>CO4</b> <b>15</b>
Q10	In your opinion, which option should Mr. Talwar follow?	<b>CO4</b> <b>15</b>