



Name:

Enrolment No:

UNIVERSITY OF PETROLEUM AND ENERGY STUDIES

End Semester Examination, May 2022

Course: Human Resource Management

Program: BBA LLB

Course Code: CLNL2014

Semester: II

Time : 03 hrs.

Max. Marks: 100

Instructions:

SECTION A
10Qx2M=20Marks

S. No.		Marks	CO
Q 1	Recruitment is a positive process? a. True b. False	[2]	CO1
Q2	Which is an objective of Selection process? a. Person Department Fit b. Person Qualification Fit c. Person Job Fit d. Organization Job Fit	[2]	CO1
Q3is to identify the content of the Job: a. Job Specification b. Job Analysis c. Job Evaluation d. None of the above	[2]	CO1
Q4	Which is not true of Internet based Recruitment? a. It is costly b. Results in system overload c. Increases efficiency d. Helps automate various steps	[2]	CO1
Q5	A Job Description should have: a. Skills required b. Responsibilities c. Accountabilities d. All above	[2]	CO1

Q6	<p>What are the four Steps of Training?</p> <p>a. Need Identification, Learning, Delivery, Testing b. Nomination, Booking Room, Faculty Booking, Delivery c. Need Identification, Instruction Design, Program Implementation, Evaluation d. Training, Faculty Booking, Cost Evaluation, Closure</p>	[2]	CO1
Q7	<p>Selection is a Negative Process?</p> <p>a. True b. False</p>	[2]	CO1
Q8	<p>.....is to ascertain relative worth of a job:</p> <p>a. Job Description b. Job Analysis c. Job Evaluation d. None of these</p>	[2]	CO1
Q9	<p>Succession Planning is done for :</p> <p>a. All positions in the Company b. Positions in HR department only c. Critical Positions only d. CXO positions only</p>	[2]	CO1
Q10	<p>Competency Mapping integrates with :</p> <p>a. Recruitment only b. Training Only c. Compensation planning Only d. All of the Above</p>	[2]	CO1
<p>SECTION B 4Qx5M= 20 Marks</p>			
Q11	What is the purpose of Orientation? Explain with an example	[5]	CO3
Q12	What do you understand by Human Resource Management?	[5]	CO1
Q13	"Human Resource Planning forms a base for other functions of human resource management" explain in your words	[5]	CO2
Q14	What do you understand by Job Description?	[5]	CO4
<p>SECTION-C 3Qx10M=30 Marks</p>			
Q15	Write a brief note on the role of Digital Human Resource Management in the modern organization. Give suitable examples of Digital HR	[10]	CO3
Q16	What are the Internal and External Factors that affect the recruitment	[10]	CO2

	process? Explain each in detail		
Q17	What is a difference between training and development? Create a role-playing activity for the sales team in order to improve their selling skills.	[10]	CO4
SECTION-D 2Qx15M= 30 Marks			
Q18	<p>Case</p> <p>Vinay recently was asked by his supervisor to plan and conduct an IUD clinical training course. He was a very proficient service provider and the supervisor felt that he would do a good job since he recently had attended a clinical training skills course.</p> <p>The next few weeks were very busy. Vinay observed another trainer delivering a Norplant implants training course, read through the IUD reference manual several times, looked through materials from previous IUD courses conducted by the other trainers and tried to think of some creative activities he could include in the course.</p> <p>Vinay sat down with the reference manual and started to plan for his course. He knew that he would need some notes, so he developed a set of trainer’s notes. He even put some of his notes on a handout to give to those he would be training. Vinay knew that it was important that he be clear, so he planned to read his notes in a clear voice. He also planned to stop periodically and ask if the participants had any questions.</p> <p>During his first session, Vinay noticed that the participants were not paying attention to his presentation. There were no questions being asked and the participants looked bored. After the presentation the participants left the room for a break. Vinay had a feeling that his first presentation was a failure. He wondered if agreeing to deliver the course was a good decision.</p> <p><i>*IUD : Intrauterine device</i></p> <p>Questions:</p> <p>A. What was the problem?</p> <p>B. What did Vinay do well?</p>	15	CO3
Q19	What should Vinay have done to prevent these problems?	15	CO4