

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Second Semester MBA Degree Examination, June / July 2014
Human Resource Management

Time: 3 hrs.

Max. Marks:100

Note: 1. Answer any THREE questions from Q.No. 1 to Q.No. 6.
2. Question No. 7 and 8 are compulsory.

- 1
 - a. Define Human Resource Management. (03 Marks)
 - b. Enumerate the competencies of HR manager. (07 Marks)
 - c. What do you mean by organization structure? Discuss in detail the various types of organization structures. (10 Marks)
- 2
 - a. What do you understand by the term Training Need Analysis? (03 Marks)
 - b. Explain in detail the different types of employee benefits. (07 Marks)
 - c. Briefly discuss different methods of training. (10 Marks)
- 3
 - a. What is succession planning? Why is it important? (03 Marks)
 - b. Discuss the modern methods of performance appraisal. (07 Marks)
 - c. What do you mean by "Disciplinary Action"? Discuss the steps involved in taking disciplinary action. (10 Marks)
- 4
 - a. Differentiate between Job description and Job specification. (05 Marks)
 - b. Write a brief note on HRP. (05 Marks)
 - c. Discuss the methods of collecting data for Job Analysis. (10 Marks)
- 5
 - a. What is Induction? Explain the types of induction. (05 Marks)
 - b. Define Appointment. Briefly discuss the process of appointment. (05 Marks)
 - c. Enumerate the steps involved in selection process. (10 Marks)
- 6
 - a. Write a short note on 360 Degree Performance Appraisal. (05 Marks)
 - b. Discuss the factors that influence wage and salary administration. (05 Marks)
 - c. Elaborate the different stages in career of an employee. (10 Marks)
- 7
 - a. Disorderliness, gambling at workplace, sleeping while on duty, drinking alcohol at work place, not abiding by the rules and regulations of an organization, is considered as indiscipline on the part of employees. In such a case, what are the punitive actions an organization can impose on the employees? (05 Marks)
 - b. Mr. Mrudhual is a MBA from one of the reputed B – schools in India. He has been selected to work with XYZ company as Senior Marketing Manager. He has around 13 years of working experience with his previous company. What are the factors that determine the compensation of Mr. Mrudhul? (05 Marks)
 - c. Identify and discuss the 'Act' which says payment of equal wages to men and women doing the same or similar job/work and thus avoid sex discrimination in the matter of remuneration. (05 Marks)
 - d. A Voluntary Association of workers formed to protect and promote their interests through collective bargaining. Identify what is it called as? Discuss. (05 Marks)

8 CASE STUDY :**ALFA HOSPITAL**

ALFA Hospital has been growing in size as it offers quality, prompt caring services to the patients. Dr. Chandrashekar, the Administrator is a person with good medical knowledge but lacks knowledge and skills involved in human resources management. The hospital has large quantities of medicine, equipment, spare parts of important machines installed in the hospital. As usual, the hospital has employed a "Store Keeper" with no previous experience of Hospital stores. Mr. Ramakant, the storekeeper was working earlier in an engineering firm and had sufficient knowledge of such stores. Ramakant reports to the purchase executive whose job is to order requisite materials for requirements of the entire hospital. Dr. Chandrashekar has been receiving various complaints from the staff and the doctors of non-availability of medicines, drugs, spares of equipment and other consumables required in the hospital having 500 beds. Since, the hospital so far did not employ a qualified Personnel Manager, the administrators are not aware of the job analysis procedures, nor do they have job description and job specification of any of the jobs being performed.

Questions :

- a. How do you plan to conduct Job Analysis for the above case? (07 Marks)
- b. Write down Job description and Job specification for a storekeeper's job. (08 Marks)
- c. Analyse the problem in the case. (05 Marks)
