

Roll No:



UNIVERSITY OF PETROLEUM AND ENERGY STUDIES

End Semester Examination, April 2018

Programme: BBA-AO

Course Name: Human Resource Management

Course Code: BBCH103

No. of page/s:5

Semester – VI

Max. Marks : 100

Duration : 3 Hrs

Section – A (20 Marks) All question are 2 marks each.

All the questions are compulsory.

Q1. What is HR policy? Give example.

Q2. What is a Job? How are the different tasks in a job grouped?

Q3. What is the purpose of job Evaluation?

Q4. Define

- a) Job rotation
- b) Job enrichment

Q5. What are the different types of transfers possible?

Q6. What is transfer? How it differs from Promotion?

Q7. How do you define career? Career development is the responsibility of _____

Q8. What is the possible HRP practices if the range of planning is

- a) 1 year
- b) More than 5 years

Q9. What is graphic rating scale? How is it used for performance appraisal?

Q10. Define

- a) Lateral transfers
- b) Horizontal transfers

Section B
Attempt any 4 questions
All questions carry equal marks (5 marks each)

Q1. What are the different stages of career development? Discuss how executives go through different stages.

Q2. Write short notes on

- a) Alteration Ranking Method
- b) Paired Comparison Method

Q3. What is promotion? What are different policies of the organization regarding promotion? What are the advantages and disadvantages of the policy.

Q4. What is a better way to promote employee- Promotion from within Vs hiring candidate from outside? Give reasons supporting your answer

Q5. How recruitment is affected by

- a) Image of the organization
- b) Attractiveness of the job
- c) Organizational policies

Section – C (30 Marks)
Each question 10 marks
Attempt following questions.

Q1. Describe the Human Resource Management Planning process in an organization.

Q2. “Management development should down- play job skills and leadership abilities and emphasize the ethical issues in managerial decision making.” Discuss.

Q3. Explain, how you would go about analyzing and evaluating the effectiveness and efficiency of an employee selection program.

Section D (10 marks each question)
Please solve the case question

Adam, fresh from school was a newly recruited HR practitioner. During his one month into the job, he was asked to be in-charge of the orientation programme for the entire organization. Being new, he followed closely to the processes. Recently, Roy joined the organization and Adam was required to

orientate him. On Roy's first day of work, Adam brought him around the organization for introduction to the rest of the staffs. Unfortunately, Roy's assigned mentor was not around hence, Adam was unable to make an official introduction for Roy to meet up with his mentor. In the afternoon, during the HR briefing, Adam mentioned to Roy that there is a buddy system in place but it is only on an opt-in basis. Roy requested to opt for a buddy. Adam was rather surprised by Roy's request as according to Adam's manager-Jean, no one in the organisation has requested for a buddy. Hence, Adam checked with Jean on the criteria in getting a buddy for Roy and according to her, Adam found out that it needed to be someone preferably from Roy's department. Having clarified on the criteria, Adam was supposed to get a buddy for Roy, unfortunately, this issue was clearly forgotten by Adam due to his busy schedule as he was involved in other HR matters as well and he did not follow up with Roy's request promptly. One week later, Adam met Roy in a lunch gathering and Adam greeted Roy and asked him casually how is he doing and if he has adapted well to his job. Roy, asked Adam blatantly and angrily where is his buddy that he had requested. At that moment, Adam recalled on the existence of this request and unwittingly told Roy that he thought Roy was joking with him on the request for a buddy as he did not want to admit to Roy that he had clearly forgotten about the whole issue. Roy was very angered by Adam's response and told him off that he was very serious in getting a buddy and that its Adam's responsibility to do so. Adam, clearly embarrassed and guilty about his mistake, apologised immediately and promised to get him a buddy. On the very day, a buddy- Sam, was found for Roy. Roy was very unhappy with Adam and confronted Adam and his buddy when he was able to have an official meet up session with his mentor. Adam explained to Roy that the organisation has no current practice in place for meet up sessions to be arranged between mentors and mentees and its a practice for mentees to take self-initiative to do so in arranging for meetings with their mentors and also that his mentor is currently out of town and will only be back the next day. Adam, himself being a new staff also was at that moment in time speaking on personal experience and also based on what Jean had told him. Sam, who was present agreed and helped to explain to Roy on the practice. Roy kept quiet and Adam unknowingly thought that Roy has understood the organisation practice. Hence, Adam did not continue to check with Roy on this aspect. The following day, Roy had a feedback session with his manager and Adam was called upon to sit in as a part of the orientation programme. Roy brought up the issue on Adam's failure to get him a buddy promptly and that he was not introduced to his mentor at all. He complained about the poor management of the HR mentor and buddy system and that it was not effective at all and that he expressed that he is very unhappy with Adam as he felt that he was not doing his job at all. Adam tried to explain to Roy and his manager about what happened and also reassured Roy that he will take his suggestions of improving on the system and was apologetic about the issue. He told Roy's manager that he will bring Roy to see his mentor after the

session as his mentor is back in the office after being on leave for the past week. Roy was still very unhappy with Adam and continued telling Adam off in front of his manager.

Questions:

1. On an HR practitioner point of view, what should Adam do to resolve the issue?
2. Roy is very unhappy with Adam and holds it against him even though all has been done and followed up. What should Adam as HR do to resolve this and should Jean, as Adam's manager do something?
3. What role does Roy's manager play in this issue and should he be implicated?