

TILAK MAHARASHTRA VIDYAPEETH, PUNE
BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.)
EXAMINATION: DECEMBER - 2022
SEMESTER - VI
Sub. : Training & Development (BBA15-HR614)

Date : 29/12/2022

Total Marks : 60

Time: 10.00am to 12.30pm

- Instructions:** 1) All questions are compulsory.
 2) Figures to the right indicate full marks.

Q. 1. Choose the most appropriate option. (05)

1. The following is not a on the job training method.

a) Job rotation	b) Simulation
c) Case study method	d) Understudies
2. This is widely used for human relations and leadership training.

a) Business games	b) Case Study
c) Role Play	d) Job Rotation
3. _____ is the process of increasing the knowledge and skills for doing a particular job.

a) education	b) Selection
c) Training	d) None of these
4. Pre-job training is otherwise known as

a) Orientation Training	b) Job Training
c) Safety Training	d) Promotional Training
5. _____ Training provides to minimize accidents and damage to machinery.

a) Job Training	b) Safety Training
c) Orientation Training	d) Promotional Training

Q. 2. State True / False (05)

1. Remedial training is arranged to overcome the shortcomings in the behavior and performance of old employees

a) True	b) False
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2. Promotional training involves training of existing employees to enable them to perform higher level jobs.

a) True	b) False
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3. Under off the job method the trainee is placed on a regular job and taught the skills necessary to perform it.

a) True	b) False
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4. Under internship training it is a joint programme of training in which educational institutions and business firms co-operate.

a) True	b) False
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5. Safety training is the process of providing training to persons who underwent training earlier in their job.

a) True	b) False
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Q. 3. Write Short notes on (Any Three) (15)

1. Need for training
2. Various training and development activities conducted by company
3. Stages of the Training Process
4. Evaluation of training program
5. Benefits of training

Q. 4. Answer in detail (Any Two) (20)

1. Explain the 'Role of a Trainer' in detail.
2. What are the various elements of an effective Training Program?
3. What are the various advantages and disadvantages of training need analysis?

Q. 5. Case study (Any One) (15)

1. The manager of a large company realised that during his twenty years with the company, he trained many managers and encouraged their development, only to see many of them leave the firm after completing their training. Soon after completing the training programme, when Sunita came to see the manager to submit her resignation, the manager was furious because this had happened several times before. Sunita told the reason for her leaving the company and joining the competitor was that there were fewer opportunities for career advancement in the current company.

The manager immediately went to see the general manager (HR) and complained about the training policy and lack of system approach in Training and Development in the company.

- i. What might be the reason that employees left after receiving their training?
- ii. If you were in place of the GM-HR, what would you do?
- iii. Give a suitable title to the case

2. Madhav has been employed for six months in the purchase department of a large manufacturing company in Pune. Mr. Varma has been his supervisor for the past four months. Recently Mr. Varma was asked by the management to find out the contribution of each employee from the purchase department and monitor carefully whether they are meeting the standards set by him.

A few days back he completed his formal investigation and found that except for Madhav, everyone's work was at par to the standard set by him. All were meeting the assigned target. Along with numerous errors, Madhav's work was questionable and with low performance.

As Mr. Varma looked into Madhav's performance review sheets again, he began to wonder whether some sort of remedial training was needed for people like him and what could be the possible reasons for his poor performance.

- i. Can we infer that Madhav's poor performance was due to lack of training given to the employees?
- ii. Will close supervision on Madhav work as a strategy to improve his performance?
- iii. Suggest what kind of remedial training programme would be best for him?