

**TILAK MAHARASHTRA VIDYAPEETH, PUNE**  
**BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.)**

**EXAMINATION: DECEMBER - 2022**

**SEMESTER - I**

**Sub: Introduction to Human Resource Management – I (BBA22-114)**

**Date : 22/12/2022**

**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)**

- This is one of the external sources of Recruitment.  
a) Promotion  
b) Transfer  
c) Referrals  
d) Advertising
- Recruiting former employees is a \_\_\_\_\_ method  
a) Demotion  
b) Promotion  
c) Boomerang  
d) Consultant
- \_\_\_\_\_ is an in-depth conversation to know applicants suitability for a job.  
a) Personal Interview  
b) Entrance Test  
c) Group Discussion  
d) None of the above
- While recruiting, candidates introduced by friends and relatives are called as  
a) Head Hunters  
b) Poachers  
c) Referrals  
d) Interns
- Which of the following is the correct abbreviation of HRM?  
a) Human Resource Management  
b) Human Resourcefulness Management  
c) Human Relation Management  
d) Humanistic Relation Management

**Q. 2. State True / False (05)**

- Recruitment, Selection, Induction, Placement- this is the correct order.  
a) True  
b) False
- While recruiting, candidates introduced by friends and relatives are called as buddies.  
a) True  
b) False
- Recruiting any candidate is the main objective of the recruitment and selection process  
a) True  
b) False
- Human Resource Planning is needed to make a base for recruitment.  
a) True  
b) False
- HRM means Human Relation Management.  
a) True  
b) False

**Q. 3. Write Short notes on (Any Three) (15)**

- Features of HRM
- Importance of Reference Check
- Need for an appropriate recruitment process
- Voluntary Retirement Scheme
- Benefits of employee retention

- Q. 4. Answer in detail (Any Two) (20)**
1. Elaborate any 5 types of internal recruitment methods in detail.
  2. Discuss the recruitment process in detail.
  3. Differentiate between Personnel Management & Human Resource Management

**Q. 5. Case study (15)**

Ramesh was just promoted as a shift officer. The promotion became effective when his immediate superior Mr. Sharma was out of town for a few days. Due to illness of Ramesh's subordinate the work schedule was not being met. So Ramesh decided to pitch in and help spending about four hours daily in production.

When Mr. Sharma returned to his work, Ramesh was not available, as he was not working on the shop floor. Mr. Sharma got upset and told Ramesh that it is the function of the supervisor to accomplish work with and through other people and not do it himself.

**Questions:**

1. What was the initial problem in this case?
2. Tick the alternative you would select to solve future problems when workers are not available and justify your answer.
  - (a) Let the scheduled work be late and catch up when the worker returns
  - (b) Lend a hand as Ramesh did in this case
  - (c) Prepare back up for emergency
  - (d) Workout an acceptable compromise with the superior
3. How would you implement the alternative that you have selected?

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