

TILAK MAHARASHTRA VIDYAPEETH, PUNE
BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.)
EXAMINATION: MAY- 2024
SEMESTER - I

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

Date : 29/05/2024	Total Marks : 60	Time: 10.00am to 12.30pm
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- Instructions:** 1) All questions are compulsory.
 2) Figures to the right indicate full marks.

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

1. What is the purpose of a job analysis in HRM?

a) Employee Engagement	b) Understanding Job Requirements
c) Compensation Management	d) Performance Evaluation

2. What is voluntary retirement?

a) Retirement mandated by the government	b) Retirement due to health issues
c) Retirement chosen by the employee	d) Retirement enforced by the employer

3. What is employee retention?

a) The process of hiring new employees	b) The process of retaining existing employees
c) The process of terminating employees	d) The process of outsourcing work

4. Which department typically plays a key role in employee retention efforts?

a) Marketing	b) Finance
c) Human Resources	d) Operations

5. Why might an employee opt for voluntary retirement?

a) Due to poor performance	b) To avoid layoffs
c) Because of a promotion opportunity	d) In case of an unsolicited job offer

Q. 2. State True / False (05)

1. HRM is primarily concerned with financial analysis and budgeting within an organization.

a) True	b) False
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2. The main purpose of HRM is to maximize shareholder wealth.

a) True	b) False
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3. Employee retention refers to the process of hiring new employees.

a) True	b) False
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4. Only negative feedback should be provided during a performance appraisal to drive improvement.

a) True	b) False
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5. Performance appraisals are always objective and unbiased assessments of employee performance.

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

1. Role of HR Manager
2. Benefits of Employee Retention
3. Features of Voluntary Retirement Scheme
4. Draft a leave application letter
5. Draft a Termination Letter

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

1. How do Personnel Management and Human Resource Management differ?
2. Why is it essential to verify references during the selection process?
3. How does the recruitment process unfold, and what are its key components?
4. Discuss the objectives and features of HRM in detail.

Q. 5. Case study (15)

John had been a valued member of the marketing team for several years, known for his creativity and dedication to his work. However, over the past few months, there had been several incidents where John's behavior became increasingly erratic. He would often arrive late to work, miss important deadlines, and his interactions with colleagues had become confrontational and disrespectful.

Despite multiple attempts by his supervisor to address the issues and provide guidance, John's behavior did not improve. Matters came to a head when during a team meeting, John became aggressive towards a colleague who offered constructive feedback on his project. His outburst caused discomfort among the team members and disrupted the meeting.

After careful consideration and consultation with HR, the company decided to terminate John's employment due to repeated instances of misconduct and violation of company policies. Despite his contributions in the past, his behavior had become detrimental to the team's morale and the company's reputation. The termination was carried out professionally, with HR ensuring all necessary procedures were followed, including providing John with the reasons for his termination and any entitlements he was due.

Question

- 1) What steps could have been taken earlier to address John's behavior before it escalated to the point of termination?
- 2) How can organizations effectively handle situations involving employee misconduct to maintain a positive work environment and uphold company values?