

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

EXAMINATION: MAY- 2024

SEMESTER - II

Sub.: Introduction to HRM (BBA23-211)

Date : 15/05/2024

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. Which of the following is NOT a step in the manpower planning process?
 - a) Forecasting manpower requirements
 - b) Recruitment and selection
 - c) Performance appraisal
 - d) Training and development
2. Which of the following factors is NOT typically considered in manpower planning?
 - a) Technological advancements
 - b) Economic conditions
 - c) Employee nationality
 - d) Industry trends
3. Which of the following is a disadvantage of overstaffing?
 - a) Increased productivity
 - b) Higher labor costs
 - c) Enhanced flexibility
 - d) Better employee morale
4. A common error in performance appraisal known as "recency error" is
 - a) Evaluating employees based on recent events rather than their overall performance throughout the appraisal period
 - b) Providing feedback only on recent achievements
 - c) Focusing solely on employees' long-term performance
 - d) Ignoring recent performance improvements
5. What is "central tendency error" in performance appraisal?
 - a) Evaluating all employees as average performers, regardless of their actual performance
 - b) Focusing excessively on exceptional performance and neglecting average or poor performance
 - c) Providing feedback primarily on employees' central responsibilities
 - d) Consistently rating employees at the extremes of the performance scale

Q. 2. State True / False (05)

1. Performance appraisal systems are primarily used for determining salary raises and promotions.
 - a) True
 - b) False
2. Manpower planning is only relevant for large organizations with a vast workforce.
 - a) True
 - b) False
3. Performance appraisal is a one-way process where only the manager evaluates the employee.
 - a) True
 - b) False
4. Manpower planning involves only forecasting future workforce needs.
 - a) True
 - b) False
5. Manpower planning is a one-time activity and does not require regular review and adjustment.
 - a) True
 - b) False

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

1. 360 degree Appraisal
2. Errors in Performance Appraisal

3. Internal factors of Human Resource Planning
4. Job Enrichment
5. Expatriate management

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

1. How does Human Resource Planning vary across different organizational levels?
2. What are the key stages involved in the process of Human Resource Planning?
3. How can job enrichment strategies be implemented effectively within the workplace?
4. Dinesh wants to resign from the position of senior Sales Manager, help him draft his resignation letter.
What are the methods used to perform a job analysis effectively?

Q. 5. Case study (15)

TechWise Solutions, a growing software development firm, is experiencing rapid growth due to the success of its advanced products. However, the company's management team faces a significant challenge in effectively managing their manpower planning amidst this expansion. TechWise Solutions, caught up in the excitement of its rapid growth, failed to anticipate the increasing workload and resource demands. As a result, the company struggles with the mismanagement of its manpower planning.

The Characters:

David (CEO): Ambitious and visionary leader spearheading the company's growth strategies.

Sarah (HR Manager): Diligent and experienced HR manager responsible for talent acquisition and workforce planning.

Mark (Project Manager): Seasoned project manager overseeing critical development projects.

Emily (Software Engineer): Talented and dedicated software engineer facing the consequences of manpower mismanagement.

Emily, a talented software engineer, finds herself overwhelmed with the workload as the company struggles to keep up with project demands. Despite her dedication and hard work, she feels the strain of long hours and unrealistic expectations. Meanwhile, Sarah, the HR manager, tries to address the manpower mismanagement by advocating for better workforce planning strategies. She proposes measures such as conducting skill gap analyses, implementing targeted training programs, and revising recruitment strategies to attract the right talent.

However, her efforts are met with resistance from David, the CEO, who is more focused on short-term results and expansion goals. Mark, the project manager, shares Sarah's concerns, witnessing firsthand the harmful effects of manpower mismanagement on project outcomes.

Question

- 1) How can this mis-management of Manpower planning be overcome?
- 2) Suggest manpower planning strategy for the Sarah.
- 3) Title the case.

Solve the above case using following steps.

Step 1: Write down facts of the case

Step 2: SWOT analysis of the case

Step 3: Give your assumptions

Step 4: Answer the questions

Step 5: Title the case
