**Rajasthan Institute of Engineering & Technology, Jaipur**

**University Roll No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Ist Year MBA. IInd Semester I Mid Term Examination, feb– 2019

Subject: -HRM SET-A

Time: - 2 Hrs. [Maximum Marks: -20]

 [Min. Passing Marks: 08]

Instructions to the Candidates:

 Attempt any 4 questions from Section A and Section B is Compulsory

**Section A**

1. “Managing people is the heart and essence of being a manager.” Explain this statement and describe the characteristics of HRM?

Human Resource Management (HRM) is a relatively new approach to managing people in any organisation. People are considered the key resource in this approach. it is concerned with the people dimension in management of an organisation. Since an organisation is a body of people, their acquisition, development of skills, motivation for higher levels of attainments, as well as ensuring maintenance of their level of commitment are all significant activities. These activities fall in the domain of HRM.

 (3)

2. Write short note on:

1. Right sizing

Putting right person on right place.

1. Job description

Describing the job profile and its specifications.

1. Budget Control

It’s about the cost incurred in the recruitment process of HR. (3)

3. What is the basic difference between Training implementation and training evaluation?

Training implementation is to put the plan in to action and evaluation is to check the plan after action. (3)

4. What is the concept of HR planning?

* (i)ensure optimum use of human resources currently employed;
* (ii)avoid balances in the distribution and allocation of human resources;
* (iii)assess or forecast future skill requirements of the organization's overall objectives;
* (iv)provide control measure to ensure availability of necessary resources when required;
* (v)control the cost aspect of human resources;
* (vi)Formulate transfer and promotion policies.

 (3)

5. Explain the meaning and sources of recruitment.

Internal sources and external sources

 (3)

6. Explain the training need analysis.

Training need analysis is the way we identify that whether the training is required or not. (3)

**Section B**

**Case: Conducting the job analysis**

You are working as a management consultant in the field of HRM. You are appointed as a job analyst in a medium –sized Hotel to conduct the analysis of receptionist’s and hotel managers’ jobs. The hotel also runs a cafeteria in it to provide meals to customers. It employs 3 clerks , 1 accountant, 6 managerial employees and 40 service staff. You are provided an overview of the Hotel and its job. You are also given an organization chart and a process chart of the Hotel.

1. How the ‘overview’ of the Hotel will help in analyzing task?

Organizational analysis, selection representative, collection of job analysis data, preparation of job description.

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1. What methods of data collection will you choose for doing job analysis?

Job analysis is the process of identifying the roles and responsibilities of a particular job profile its designation, skills required, and other essentials. 4