

**SVKM's NMIMS**

**School of Distance Learning**

Programme: DBM/PGDBM/DMM/PGDMM/DFM/

PGDFM/DHRM/PGDHRM/DITM/PGDITM/DSCM/PGDSCM/DBFM/PGDBFM/ADITM/ADSCM

Academic Year: 2011-2012

Semester I

Subject: Management Of Human Resources

Marks: 70

Time: 11.00 a.m to 2.00 p.m

Date: 27.12.2011

Course old

Question 1: Explain the following terms (attempt any 2 out of 4) 10 marks

- Methods of Recruitment
- The importance of Induction or Orientation for a new employee
- Retention Strategy used by Company for employees
- The importance of Succession Planning.

Question 2: Write short notes (attempt any 2 out of 5) 10 marks

- The importance and application of HR audit
- Discuss job analysis and job description and their importance
- Discuss performance management process and use of 360° feedbacks.
- What is Compensation? How do you make it attractive for employees?
- What is employee turnover? How do you handle it?

Question 3: Discuss the following questions (attempt any 3 out of 5) 30 marks

- Why is it important for organizations to do an effective job of recruiting? How and why recruitment methods be evaluated? Discuss Employee Referral Scheme.
- Define the term, "Training & Development". Discuss training need analysis and how do you measure effectiveness of training given to employees? Also discuss what is management development program?
- What is performance appraisal and its objective? Discuss the common pitfalls of the systems and how to correct them. Discuss Self Appraisal.
- What is Compensation Management? How do you design Compensation package for a new employee? Discuss on Variable pay & Employee Stock Options.
- The importance of Trade Union in an organization and discuss grievance handling process and collective bargaining.

Question 4: Case study 20 Marks

The Sunrise industry has diversified products; is industry leader since last 20 years. Lately they came across lots of turnover of staff because of new openings and attractive offers from competitors.

Management realized some drastic steps need to be taken to correct this. As an HR professional within the organization, how would you address this issue, with respect to the following: -

- ❖ Root cause analysis of staff turnover
- ❖ Steps to control immediate staff exit
- ❖ Recommendation to management on modified compensation package
- ❖ Retention strategy and improvement in staff morale.