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BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.)
EXAMINATION: MAY- 2025
SEMESTER - II

Sub.: Introduction to Human Resource Management - II (BBA22-214)

Date : 23/05/2025

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. Human Resource Planning (HRP) is primarily concerned with
 - a) Recruitment and selection
 - b) Ensuring the right number of people with the right skills are available
 - c) Employee satisfaction surveys
 - d) Designing organizational policies
2. Which of the following is an activity in HRP?
 - a) Environmental scanning
 - b) Performance appraisal
 - c) Conflict resolution
 - d) Employee engagement
3. Which is NOT a step in the job analysis process?
 - a) Collecting job information
 - b) Forecasting market trends
 - c) Analyzing the data
 - d) Preparing job descriptions and specifications
4. The relationship between HRP and strategic planning involves
 - a) HRP supporting long-term organizational goals
 - b) HRP being independent of strategic planning
 - c) HRP focusing only on short-term needs
 - d) HRP replacing strategic planning
5. Job enrichment aims to
 - a) Reduce employee workload
 - b) Add meaningful tasks to increase job satisfaction
 - c) Provide higher salaries to employees
 - d) Simplify the job duties

Q. 2. State True / False (05)

1. Job analysis involves identifying and documenting the responsibilities and requirements of a job.
 - a) True
 - b) False
2. Job analysis is only conducted once during the lifecycle of a job.
 - a) True
 - b) False
3. Job descriptions should remain static even if the job responsibilities evolve.
 - a) True
 - b) False
4. Task identity and task significance are key dimensions of job design.
 - a) True
 - b) False
5. Job descriptions typically include details about employee benefits and compensation.
 - a) True
 - b) False

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

1. Problems with Job Descriptions
2. Barriers to Human resource planning
3. Job Enrichment
4. Concept of Third country national
5. Errors in performance appraisal any 4

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

1. Explain the meaning and definition of performance appraisal. Discuss its importance in an organization and how it contributes to both employee development and organizational success.
2. Draft a job description for the position of HR Executive in a manufacturing company.
3. Draft an appointment letter for the position of senior sales executive in LG TV manufacturing company.
4. Explain the process of performance appraisal. What are the steps involved in conducting an effective appraisal?

Q. 5. Case study (15)

Mr. Ajay's persistent absenteeism has become a serious concern, reflecting a lack of commitment to workplace responsibilities and adherence to organizational norms. Over the past year, he has been absent from his duties for 96 days without obtaining proper leave sanction or providing prior intimation, which disrupts operational workflows and burdens other team members. Despite being advised repeatedly to improve his attendance, Mr. Ajay has failed to demonstrate any positive change, even after assurances to the contrary. Such habitual absenteeism undermines the organization's efficiency, erodes workplace discipline, and sets a negative precedent for other employees.

In most organizations, habitual absenteeism is classified as a major misconduct, as it indicates disregard for both the job and employer expectations. The repeated failure to report to work impacts productivity, delays project timelines, and compromises team collaboration. While occasional absences due to unforeseen circumstances are understandable, Mr. Ajay's pattern of behavior suggests negligence rather than unavoidable personal challenges.

Questions:

1. Does Mr. Ajay face any workplace challenges, such as dissatisfaction with the role, conflicts, or a lack of motivation?
 2. What steps can be taken by the organization to address Mr. Ajay's absenteeism, and why do you think they will be effective?
 3. Title the case.
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