

TILAK MAHARASHTRA VIDYAPEETH, PUNE
BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.(071)/
B.SC IN BUSINESS ADMINISTRATION (B.SC.BA)(755)

EXAMINATION: MAY - 2026

SEMESTER - II

Sub.: Introduction to HRM (BBA24-211/BSBA24-211)

Date : 19/05/2026

Total Marks : 60

Time: 10.00 am to 12.30 pm

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 means
 - a) Hiring only
 - b) Planning workforce
 - c) Training only
 - d) None
2. Host Country Nationals means
 - a) Local Employees
 - b) Other country employees
 - c) Expats
 - d) None
3. Human Resource Planning reduces
 - a) Employee Productivity
 - b) Planning
 - c) Employee Growth
 - d) Employee Turnover
4. MBO is method of appraisal.
 - a) Traditional
 - b) Expired
 - c) Modern
 - d) Outdated
5. Human Resource Planning ensures
 - a) Right number of employees at right place
 - b) to fill the necessary positions
 - c) exact number of employees
 - d) None of the above

Q. 2. State True / False (05)

1. Under expatriate management local employees are sent abroad.
a) True b) False
2. Job enrichment increases motivation of the employees.
a) True b) False
3. Job description never faces any problem.
a) True b) False
4. Succession planning means cutting down future leaders
a) True b) False
5. Human Resource Planning is affected by government policies.
a) True b) False

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

1. Succession Planning
2. Barriers to Human Resource planning
3. Job Description
4. Errors in performance appraisal
5. International HRM

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

1. Describe the various methods of performance appraisal (any 5) in detail.
2. Define Job analysis. Explain the process of job analysis.
3. Explain the various factors affecting Human Resource Planning in detail.
4. Draft an Appointment letter of an employee appointed for the position of Sales Executive in Vijay Sales, Pune.

Q. 5. Case study (15)

The workers' union of the company submitted a demand notice under the Industrial Disputes Act, and discussions between the management and the union are currently in progress. During this period of negotiation, the union informally advised workers to adopt a "go slow" approach as a form of protest.

On 17th February at around 4:00 pm, an employee named Rajesh, while on duty, deliberately reduced his work pace along with a group of co-workers. He also encouraged and influenced other employees, including Mohan, Suresh, and Anil, to follow the same tactic. This resulted in a noticeable decline in productivity and disruption of normal operations.

When another employee, Vivek, chose not to participate in the "go slow" activity and continued working at a normal pace, Rajesh allegedly threatened him, creating an atmosphere of fear and pressure on the shop floor.

Such actions—deliberately slowing down production in a coordinated manner and intimidating fellow employees—are considered serious misconduct under the company's Certified Standing Orders. In response, the management has initiated disciplinary proceedings and issued a formal charge sheet to Rajesh for his behavior, aiming to maintain discipline and ensure a safe and productive work environment.

Questions:

1. How should HR ensure fair disciplinary action while maintaining industrial harmony during union disputes?
 2. What steps can HR take to prevent "go slow" tactics without escalating conflict with the union?
 3. How can HR protect employees from workplace intimidation while encouraging ethical behaviour?
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