

Reg. No.



MANIPAL INSTITUTE OF TECHNOLOGY
MANIPAL
(A constituent unit of MAHE, Manipal)

III SEMESTER MCA

END SEMESTER EXAMINATIONS, NOV/DEC 2018

SUBJECT: HUMAN RESOURCE MANAGEMENT [MCA 5021]

REVISED CREDIT SYSTEM
(29/11/2018)

Time: 3 Hours

MAX. MARKS: 50

Instructions to Candidates:

- ❖ Answer **ANY FIVE FULL** questions.
- ❖ Missing data may be suitably assumed.

1A.	Explain career progression/promotions and good time management with an example.	5
1B.	Prepare a job specification for a vacancy of a HR specialist.	3
1C.	Differentiate between job and position in an organization. A company has one HR administrator, four supervisors, six data operators and two office attendants, define the number of jobs and positions prevailing there.	2
2A.	Explain the various methods of employee separation.	5
2B.	Discuss on the skills to be possessed by an individual in order to be a successful interviewer with the aid of an example scenario.	3
2C.	"Elaborate structures are built based on special qualities of staff, and when certain staff leave, restructuring may be necessary". Justify this HR quote.	2
3A.	Discuss with appropriate example scenarios wherein certain structures can interfere with an organization's goals and basic objectives.	5
3B.	Discuss the various ways to deal with the "mismatched" and "passed over" employee.	3
3C.	List out the questions that would help in preparing an appropriate Appraisal scheme for employees in an organization. Also list out the pitfall scenarios.	2
4A.	Stress on the merits and demerits of BARS as a Performance Appraisal Management system. List out the guidelines that can develop good performance objectives.	5
4B.	What does the term "critical incidents" mean in an HR perspective?	3
4C.	Is knowledge about employment, trade-union and labour laws necessary for a HR specialist? Discuss.	2

5A.	“How would you cope up with stress at the job place? Give your two strategies. Differentiate between Management by objectives and Critical Incidents as Appraisal methods stressing on the merits and demerits of both. How will the HR manager make sure that an employee whose performance appraisal hasn't gone too well stays motivated and not frustrated at other employee's seemingly good appraisal without discontent percolating down to the other staff? “Where do you see yourself five years down the line in this organization?”	5
5B.	Hypothetically assume that Deena Davis, a 34 year old young single mother, has worked for your agency for the past four years. Her work performance has begun to deteriorate in the recent months in the sense she has been reporting late almost everyday, and has been falling consistently behind in her work schedules. As her manager how would you deal with this catch 22 situation keeping in mind that she has been an asset to your organization?	3
5C.	Why does it become paramount for a supervisor to put out his findings on an appraisal conference in a proper way before his subordinates or peers?	2