

Seat No. : 2095

DC-103

December-2022

B.B.A., Sem.-III

CC-203 : Basic Human Resource Management

[Max. Marks : 70]

Time : 2½ Hours]

1. (a) Discuss the objectives of HRM (Human Resource Management). 7
(b) Explain the process of job-analysis. 7
- OR**
- (a) Discuss any two methods of data collection in job analysis. 7
(b) Explain the process of Human Resource Planning. 7
2. (a) Discuss external sources of recruitment. 7
(b) What are the common interview problems? 7
- OR**
- (a) Discuss various types of orientation programmes. 7
(b) Explain different types of selection tests. 7
3. (a) Explain the stages involved in career planning. 7
(b) Write a note on job enrichment. 7
- OR**
- (a) Discuss any two on-the-job methods of development. 7
(b) Write notes on : 7
(i) High performance work teams
(ii) Self-directed team
4. (a) Discuss any two methods of performance appraisal. 7
(b) What are the principles of promotion? 7
- OR**
- (a) Write short notes on : 7
(i) Lay off
(ii) Dismissal
(b) Discuss the types of transfer. 7

5. Attempt any 7 out of 12 :

- (1) The process of forecasting demand and supply of right number and type of people is _____.
- (a) HR planning (b) Job analysis
(c) Work study (d) None of the above
- (2) _____ is a method for forecasting manpower demand.
- (a) Job description (b) Work study
(c) Job analysis (d) All of the above
- (3) If an employee does not come to attend his duties when it is scheduled to do so, it is called _____.
- (a) Absenteeism (b) HR planning
(c) Job involvement (d) None of the above
- (4) Employment exchange is _____ source of recruitment.
- (a) Internal (b) External
(c) Best (d) None of the above
- (5) Graphology test is designed to analyse the handwriting of a candidate.
- (a) True (b) False
- (6) _____ refers to the degree to which the test is capable of achieving its purpose.
- (a) Objectivity (b) Validity
(c) Reliability (d) None of the above
- (7) Job rotation reduces monotony and improves efficiency.
- (a) True (b) False
- (8) _____ is the horizontal expansion of job where the worker does not need additional skills of a higher level.
- (a) Job enlargement (b) Job enrichment
(c) Job involvement (d) None of the above
- (9) Role-play is an off-the-job method of development.
- (a) True (b) False
- (10) A past rating of an employee influences his current rating, this is _____ error in performance appraisal.
- (a) Central tendency (b) Spill over
(c) Status (d) None of the above
- (11) Under _____, as a basis of promotion the length of service of an employee is considered.
- (a) Merit (b) Seniority
(c) Gender (d) None of the above
- (12) Resignation is termination of service at the request of the employee.
- (a) True (b) False