

Seat No. : _____

NC-115

November-2013

S.Y. B.B.A. Sem.-III

Basic Human Resource Management

Time : 3 Hours]

[Max. Marks : 70

1. (a) Define HRM. Bring out its scope. 7
OR
Explain demand forecasting in the process of Human Resource Planning.
- (b) Discuss the methods of data collection in Job Analysis. 7
OR
Explain supply forecasting methods in the process of Human Resource Planning.
2. (a) Explain process of Recruitment. 7
OR
Explain meaning of Interview and discuss types of interviews in the process of Selection.
- (b) Discuss various types of orientation programs. 7
OR
Explain common interview problem with do's and don'ts of interview.
3. (a) Define Job Designing and explain Job enrichment, self directed team and high performance work team. 7
OR
Define Development and bring out need and objective of development in an organisation.
- (b) Explain the concept of career along with various career stages. 7
OR
Explain any three development method used for executive development.
4. (a) Explain critical incident, forced choice and rating scale methods of performance appraisal. 7
OR
Explain various types of transfers.
- (b) Discuss errors in performance appraisal. 7
OR
Define Job Evaluation. Bring out the difference between performance appraisal and Job Evaluation.

5. Do as directed :

14

- (1) State the objectives of H.R.M.
- (2) State few external factors that affected recruitment process.
- (3) Job Analysis is a technique used to establish relative worth of jobs in a job hierarchy. (true/false)
- (4) Basis of promotion in an organisation are _____ and _____.
- (5) State types of promotion.
- (6) Job Designing involves conscious efforts to organize _____, _____ and _____ into a unit of work.
- (7) HRM emphasizes on open-ended contracts. (true/false)
- (8) The process of forecasting demand and supply of right number and type of people is called _____.
- (9) Recruitment helps the firm.
 - (a) to attract highly qualified and competent people.
 - (b) to create more culturally diverse workforce.
 - (c) both (a) and (b)
 - (d) None of them
- (10) Identifying the right people in rival companies, offering them better terms and I using them away is called _____.
- (11) In _____ interview there is a committee of interviewer from different area/division.
- (12) In 360° performance Appraisal, an employee is appraised by whom ?
- (13) Explain Career Path.
- (14) _____ implies denial of employment to the employees for reasons beyond the control of employer.
 - (a) Retrenchment
 - (b) Layoff
 - (c) Resignation
 - (d) Retirement
