

Seat No. : 1251

DC-102

December-2018

B.B.A., Sem.-III

CC-203 : Basic Human Resource Management

Time : 2:30 Hours]

[Max. Marks : 70

1. (A) (1) Explain the scope of Human Resource Management. 7
(2) Narrate procedure of Human Resource Planning. 7
- OR**
- (1) Describe the procedure of Job Analysis.
(2) Explain Demand manpower forecasting method.
- (B) MCQ/Objectives : (Attempt any 4 out of 6) 4
- (1) HRM is dynamic and _____ approach.
(a) Multidisciplinary (b) Proper (c) Casual
- (2) In personnel management, employees are treated as _____ and therefore management makes an attempt to control the cost of labour.
(a) Cost Centre (b) Asset (c) Important
- (3) In the absence of _____, it is very difficult to develop a sound human resource plan.
(a) Reliable data (b) Manpower (c) Skilled worker
- (4) HRP is an integral part of _____.
(a) Manpower planning
(b) employee planning
(c) quality workforce
- (5) Job analysis involves a _____ investigation of jobs using a variety of Methods.
(a) systematic (b) continuous (c) random
- (6) Mention any two objectives of HRM.
2. (A) (1) Explain types of selection test in detail. 7
(2) Explain types of Interview in detail. 7
- OR**
- (1) Explain recruitment process in detail.
(2) Discuss the types of orientation programs.
- (B) MCQ/Objectives : (Attempt any 4 out of 6) 4
- (1) Interview is the _____ examination of candidates for employment.
(a) Oral (b) Written (c) Casual
- (2) A _____ orientation is one where experienced employees induct a new hire.
(a) serial (b) vertical (c) parallel

- (3) The polygraph records _____ changes in the body as the tests subject answers a series of questions.
 (a) physical (b) mental (c) psychological
- (4) A reliable method is one which will produce _____ results when repeated in similar situations.
 (a) consistent (b) different (c) varied
- (5) Standardization may lead to _____ process.
 (a) monotony (b) continuity (c) dichotomy
- (6) Write two Do's of Interview.

3. (A) (1) Explain difference between Job Enlargement and Job Enrichment. 7
 (2) Explain on the job methods of Executive Development. 7

OR

- (1) Explain the stages of Career Planning in detail.
 (2) Write short note on Succession Planning.
- (B) MCQ/Objectives (Attempt any 3 out of 5) 3
- (1) Job enlargement is also called _____ job loading.
 (a) horizontal (b) vertical (c) parallel
- (2) Empowered employees are given _____.
 (a) autonomy (b) autocracy (c) monarchy
- (3) A self-managing team provides for _____ motivation by giving people autonomy.
 (a) intrinsic (b) extrinsic (c) spiritual
- (4) _____ is one of the methods of off job training.
 (a) Role playing (b) Coaching (c) Job rotation
- (5) _____ stage is usually a pleasant stage.
 (a) Late-career (b) Mid-Career (c) Decline

4. (A) (1) Explain forced choice method and critical incidents methods in detail. 7
 (2) Explain difference between Performance appraisal and Job Evaluation. 7

OR

- (1) Write short note : Types of Separation.
 (2) Explain Arguments in favor and against Seniority as a basis of Promotion.
- (B) MCQ/Objectives (Attempt any 3 out of 5) 3
- (1) State types of Promotion.
 (2) Mention two arguments in favor of Merit as a basis of promotion.
 (3) Mention any two errors in Performance appraisal.
 (4) 360 degree feedback, also known as _____.
 (a) Multi-rater feedback
 (b) Single rater feedback
 (c) Individual feedback.
- (5) Many raters are too _____ in their ratings.