

DD-103

December-2021

BBA, Sem.-III

CC-203 : Basic Human Resource Management

Time : 2 Hours]

[Max. Marks : 50

- Instructions :**
- (1) All Questions in Section – I carry equal marks.
 - (2) Attempt any **two** Questions from Section – I.
 - (3) Question – 5 in Section – II is compulsory.

Section – I

- ✓ 1. (A) Define Human Resource Planning. Discuss demand forecasting methods. 10
 (B) Define Job Analysis. Discuss the process in detail. 10
2. (A) Discuss in detail types of selection tests. 10
 (B) Discuss in detail types of interviews. 10
3. (A) Write short notes on : Job Enlargement and Job Enrichment. 10
 (B) Define Development. Discuss in detail Off-the-job methods. 10
- ✓ (A) Define Promotion. Discuss arguments in favour and against Merit. 10
 (B) Define Transfer. Discuss types of transfer in detail. 10

Section – II

Choose the correct answer from the following Multiple Choice Questions : (Any 10) 10

- (1) Human resource management is concerned with the _____ dimension in the management.
- (a) people (b) financial (c) marketing
- (2) The process of forecasting demand and supply of right number and right type of people is called _____.
- (a) HRM (b) HR Planning (c) Job Analysis

- (3) _____ interview is a combination of structured and unstructured questions in Interviewing the candidates.
(a) Unstructured (b) Mixed (c) Behavioural
- (4) _____ test involves checking the control of muscle movement of candidates.
(a) Aptitude (b) Psychomotor (c) polygraph
- * (5) A _____ orientation is one where experienced employees induct a new hire.
(a) Serial (b) Vertical (c) parallel
- (6) Many raters are too _____ in their ratings.
(a) Confident (b) Lenient (c) spiritual
- (7) _____ stage is usually a pleasant stage.
(a) Late-career (b) Mid-career (c) Decline
- (8) Status effect/error refers to rating an employee by considering status symbols.
(True/False)
- (9) _____ is a decision that the organisation and the individual part from each other.
(a) Penalty (b) Remedial (c) Separations
- (10) Who has developed Critical Incidents Methods ?
(a) J.C. Flangan (b) Peter Drucker (c) Ford James
- (11) Job evaluation is the rating of jobs in an organisation. (True/False)
- (12) _____ effect refers to rely on what the employee has done recently by ignoring his or her overall performance.
(a) Primacy (b) Leniency (c) Spillover
- (13) Succession planning can be known as “officer inventory report”. (True/ False)
- (14) Under _____ method, an attempt is made to imagine the problems that are likely to arise in actual operation of the business organisations.
(a) Role-playing (b) Business Games (c) Case studies
- (15) Job enlargement is also called _____ job-loading.
(a) horizontal (b) vertical (c) plain
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