

Seat No. : _____

JH-108

January-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 in **Section I**.
 - (3) Question **5** in **Section II** is **COMPULSORY**.

Section – I

1. (A) Discuss Human Resource Management. Discuss the objectives of HRM. 10
(B) What is Job Analysis ? Discuss the usefulness of job Analysis. 10
2. (A) Define recruitment. Discuss internal and external sources of recruitment. 10
(B) What is orientation? Discuss types of orientation programmers. 10
3. (A) Explain Job design and its features. 10
(B) Explain the stages involved in career planning. 10
4. (A) What is performance Appraisal? Explain any two method of performance Appraisal. 10
(B) Discuss the principle of Promotion. 10

Section – II

5. Choose the correct answer from following Multiple Choice Questions. (Any Ten) 10
(1) Job description and job specification are components of _____.
(a) Job Analysis (b) Job Planning
(c) Job Enlargement (d) Job Specification
- (2) Appointing new employees in place of old employees who leave the organization is referred to _____.
(a) Absenteeism (b) Labour Turnover
(c) Production Cost (d) Transfer

- (3) _____ is the oldest and widely used method of collecting job information.
- (a) Interview Method (b) Observation Method
(c) Questionnaire Method (d) Checklist Method
- (4) The process of forecasting demand and supply of right number and type of people is called _____.
- (a) Human Resource Management (b) Human Resource Development
(c) Human Resource Process (d) Human Resource Planning
- (5) Method of collecting Job data for job analysis does not include _____.
- (a) Score list (b) Check list
(c) Diary (d) Observation
- (6) In _____ orientation experienced employee inducts a new employee.
- (a) Collective (b) Serial
(c) Vertical (d) Horizontal
- (7) _____ is a process for providing new employees with basic background information about the organization.
- (a) Interview (b) Recruitment
(c) Orientation (d) Job design
- (8) Graphology test is designed to analyze the _____ of the candidate.
- (a) Speech (b) Knowledge
(c) Skill (d) Handwriting
- (9) Which of the following is internal source of recruitment?
- (a) Promotion (b) Advertisement
(c) Educational Institute (d) Labour Union
- (10) Structure Interview is also known as _____.
- (a) Directive interview (b) In directive Interview
(c) Preliminary Interview (d) All of the Above
- (11) _____ is the horizontal expansion of the job on same level.
- (a) Job Rotation (b) Job Satisfaction
(c) Work Simplification (d) Job Enlargement
- (12) _____ is the methods of on -the- job training.
- (a) Conference (b) Role playing
(c) Case study (d) Job Rotation
- (13) In Basket training is also known as _____.
- (a) In-Tray Method (b) Business Game
(c) Work development (d) None of the Above
- (14) _____ is a stage which starts with selecting a job by an individual.
- (a) Establishment Stage (b) Exploratory Stage
(c) Late Career Stage (d) Mid Career Stage

- (15) _____ is the method of developing all round personality, so that mental abilities and inherent qualities are developed.
- (a) Development (b) Training
(c) Personality (d) None of the Above
- (16) The concept of M.B.O was popularized by_____.
- (a) F.W. Taylor (b) Peter Drucker
(c) Elton Mayo (d) None of the Above
- (17) 360 degree feedback, also known as _____.
- (a) Multi-rater feedback (b) Single rater feedback
(c) Individual rater feedback (d) None of the Above
- (18) _____ is termination of service at the request of the employee.
- (a) Resignation (b) Lay off
(c) Dismissal (d) Voluntary Retirement scheme
- (19) When promotion is made without increase in remuneration it is called _____.
- (a) Vertical Promotion (b) Horizontal promotion
(c) Dry Promotion (d) None of them
- (20) _____ is shifting of the employee from one job to another without any change in status or salary,
- (a) Promotion (b) Separation
(c) Transfer (d) None of the Above