

Seat No. : 2001

**NH2-112**

**December-2015**

**B.B.A., Sem. III**

**CC-203 : Basic Human Resource Management**

**Time : 3 Hours]**

**[Max. Marks : 70**

1. (a) Discuss the process of human resource planning. 7

**OR**

Explain any two methods of data collection in job analysis.

(b) Discuss the objectives of Human Resource management. 7

**OR**

Explain any two supply forecasting methods in the process of Human resource planning.

2. (a) What are the do's and don'ts of interviews? 7

**OR**

Discuss the various types of selection tests.

(b) Explain any two types of interviews. 7

**OR**

Discuss the process of recruitment.

3. (a) Discuss job enrichment and job enlargement as methods of job design. 7

**OR**

Explain the stages of career planning.

(b) Discuss any two methods of executive development. 7

**OR**

Write notes on :

(i) Role play

(ii) In basket exercise

4. (a) What is job evaluation ? Discuss its importance.

7

**OR**

Discuss various principles of promotion.

(b) Explain any two methods of performance appraisal.

7

**OR**

Discuss the various types of transfers.

5. Answer the following :

14

- (1) Define human resource management.
- (2) State any two demand forecasting methods in the process of human resource planning.
- (3) What is job-analysis ?
- (4) State any two common interview problems.
- (5) Mention the types of orientation programmes.
- (6) State the factors considered before choosing a selection test.
- (7) What is career planning ?
- (8) State any two features of job-rotation.
- (9) Mention any two benefits of understudy assignment.
- (10) Mention any two problems of performance appraisal.
- (11) What is promotion ?
- (12) State any two benefits of promotion on the bases of seniority.
- (13) What is 360 degree feedback ?
- (14) Mention the types of separations.