Dr. Babasaheb Ambedkar Open University
Term End Examination December – 2019

Course	:	BBAHT	**Date** :	28-Dec-2019
Subject Code	:	BBAHT - 305 (NEW)	**Time** :	11:00 to 02:00
Subject Name	:	Human Resource Management	**Duration** :	03 Hours
			Max. Marks :	70

Section A

Answer the following (Attempt any three) (30)

1. Explain in details the process of Human Resource Planning.
2. What do you mean by Job Analysis Methods? Explain in details.
3. Explain in details various sources of Recruitment.
4. What do you mean by selection? Explain eight steps involved in selection process.
5. What do you mean by training? Explain in details the procedure of Training.

Section B

Answer the following (Attempt any four) (20)

1. Explain the concept and importance of HRM.
2. What are the functions of HRM?
3. Explain in brief Job Description.
4. Write a short note on career planning.
5. Write a short note on appointment.
6. Explain Types Of Compensation

Section C
Part – A (Multiple Choice Questions) (10)

1 An objective method of judging the relative worth or ability of an individual employee in performing his tasks, means
  A Performance appraisal B Performance target
  C Performance evaluation D Performance analysis

2 According to_____, performance appraisal is, the formal, systematic assessment of how well employees are performing their jobs in relation to established standards and the communication of that assessment to employees.
  A Wendell French B Flippo
  C Dale Yoder D Cummings and Schwab

3 This is also known as linear rating scale and is among the simplest methods of appraisals.
  A Ranking Method B Checklist Method
  C Forced choice method D Graphic Rating Scale

4 It is a method of appraisal in which people receive performance feedback from all those he come in contact with– boss, colleagues, customers, peers & subordinates.
  A Human resource accounting method B Psychological appraisals
  C Behaviorally Anchored Rating Scale D 360-degree appraisal

5   Lessening of the status, salary or role of an employee means:
    A   Promotion   B   Demotion
    C   Transfer   D   Termination
6   An outside third party who is brought in to settle a dispute and he or she has the
    authority to make a decision.
    A   Arbitrator   B   Abashed
    C   Abate   D   Abbey
7   Arbitration is usually handled by either a single individual or a panel of ___.
    A   Three   B   Six
    C   Four   D   Eight
8   A ___ is always a symbol of some malfunctioning or maladjustment.
    A   Business loss   B   Strike
    C   Grievance   D   None of these.
9   The trade unions" role has been to protect ___
    A   Organizations   B   Business.
    C   Jobs   D   Workers
10 The collective bargaining process comprises of ____ core steps:
    A   five   B   Six
    C   Ten   D   Seven

Part – B (Do as Directed)   **(10)**

1   ERP
2   TA/DA
3   Man Analysis reviews
4   Career Anchors
5   Behaviour Modeling
6   Reference check
7   Non-Quantitative Method
8   Point Method
9   Crèches
10 Retrenchment