

Dr. Babasaheb Ambedkar Open University
Term End Examination January – 2023

Course	: BBAR	Date	: 08-Feb-2023
Subject Code	: BBAR-302	Time	: 09:30am to 11:45am
Subject Name	: Human Resource Management	Duration	: 02.15 Hours
		Max. Marks	: 70

Section A

Answer the following (Attempt any three) (30)

1. Explain the Sources of Recruitment in detail.
2. Describe the procedure for appraising the performance of the employees.
3. Explain the types of Welfare Measures in detail.
4. State and Explain various sources from which Assessment of Training Needs.
5. Explain McGregor's Theory X and Theory Y of Motivation.

Section B

Answer the following (Attempt any four) (20)

1. Explain various techniques used for Data collection.
2. Explain factors Affecting Recruitment Policy of an Organisation.
3. Describe the Steps involved in employee safety program.
4. What are the characteristics of Counseling?
5. Explain Issues created while undertaking Performance Appraisal.
6. What are the aspects that should be covered in the Job description?

Section C

Part – A (Multiple Choice Questions)

(10)

- 1 Demand of experts to undertake activities is due to _____
A Workforce diversity B Organisational restructuring
C Changing nature of work D None of the above
- 2 _____ is a type of Management development program
A Induction Training B On the job training
C Succession Planning D All of the above
- 3 Task structure can be identified through _____
A Task objectives B criteria for entrance
C Role of job holder D All of the above
- 4 Recruitment is a _____ function.
A Searching B Screening
C Specialised D Difficult
- 5 Whose names can be given as references by the candidate in an application form?
A Relatives B Faculty where the candidate has studied
C Former employer D All of the above
- 6 Which of the following aspects has a positive influence on the outcome of the training program?
A Support of top management B Timing of training
C Mindset of trainees D All of the above

- 7 Which of the following is not an issue in performance appraisal activity undertaken by the organization?
- A Absence of subjectivity B Halo effect
C Employee resistance D Bias
- 8 The indicator of attitudes of employees towards their jobs, superiors and environment
- A Employee Satisfaction B Employee motivation
C Employee morale D None of the above
- 9 The types of leaves included under fringe benefits offered under payment without work includes which kind of leave?
- A Casual leave B Medical leave
C Earned leave D All of the above
- 10 The inventory that provides a list of personnel and their background is called_____.
- A Personnel Inventory B Skill Inventory
C Data Inventory D None of the above

Part – B (Do as Directed)

(10)

- 1 What is Globalization?
- 2 What is Delphi Method?
- 3 What is the meaning of Job Analysis?
- 4 Give Meaning of Human Resources Development.
- 5 Give Meaning of Human Resources audit.
- 6 What is Human Resources Accounting?
- 7 What is Report?
- 8 What are Fringe Benefits?
- 9 Give meaning of Motivation.
- 10 Define Counseling.

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