

Seat No. : 2095

DC-103

December-2022

B.B.A., Sem.-III

CC-203 : Basic Human Resource Management

[Max. Marks : 70

Time : 2½ Hours]

1. (a) Discuss the objectives of HRM (Human Resource Management). 7
(b) Explain the process of job-analysis. 7
OR
(a) Discuss any two methods of data collection in job analysis. 7
(b) Explain the process of Human Resource Planning. 7
2. (a) Discuss external sources of recruitment. 7
(b) What are the common interview problems ? 7
OR
(a) Discuss various types of orientation programmes. 7
(b) Explain different types of selection tests. 7
3. (a) Explain the stages involved in career planning. 7
(b) Write a note on job enrichment. 7
OR
(a) Discuss any two on-the-job methods of development. 7
(b) Write notes on : 7
(i) High performance work teams
(ii) Self-directed team
4. (a) Discuss any two methods of performance appraisal. 7
(b) What are the principles of promotion ? 7
OR
(a) Write short notes on : 7
(i) Lay off
(ii) Dismissal
(b) Discuss the types of transfer. 7

5. Attempt any 7 out of 12 :

- (1) The process of forecasting demand and supply of right number and type of people is _____.
 - (a) HR planning
 - (b) Job analysis
 - (c) Work study
 - (d) None of the above
- (2) _____ is a method for forecasting manpower demand.
 - (a) Job description
 - (b) Work study
 - (c) Job analysis
 - (d) All of the above
- (3) If an employee does not come to attend his duties when it is scheduled to do so, it is called _____.
 - (a) Absenteeism
 - (b) HR planning
 - (c) Job involvement
 - (d) None of the above
- (4) Employment exchange is _____ source of recruitment.
 - (a) Internal
 - (b) External
 - (c) Best
 - (d) None of the above
- (5) Graphology test is designed to analyse the handwriting of a candidate.
 - (a) True
 - (b) False
- (6) _____ refers to the degree to which the test is capable of achieving its purpose.
 - (a) Objectivity
 - (b) Validity
 - (c) Reliability
 - (d) None of the above
- (7) Job rotation reduces monotony and improves efficiency.
 - (a) True
 - (b) False
- (8) _____ is the horizontal expansion of job where the worker does not need additional skills of a higher level.
 - (a) Job enlargement
 - (b) Job enrichment
 - (c) Job involvement
 - (d) None of the above
- (9) Role-play is an off-the-job method of development.
 - (a) True
 - (b) False
- (10) A past rating of an employee influences his current rating, this is _____ error in performance appraisal.
 - (a) Central tendency
 - (b) Spill over
 - (c) Status
 - (d) None of the above
- (11) Under _____, as a basis of promotion the length of service of an employee is considered.
 - (a) Merit
 - (b) Seniority
 - (c) Gender
 - (d) None of the above
- (12) Resignation is termination of service at the request of the employee.
 - (a) True
 - (b) False