DB-101

December-2023

BBA., Sem.-III

CC-203 : Basic Human Resource Management

Time : 2½ Hours]   [Max. Marks : 70

1. (A) Explain scope of HRM.   7
   (B) Narrate objectives of HRM.   7

OR

1. (A) Narrate supply forecasting techniques.   7
   (B) Discuss in detail, methods of data collection.   7

2. (A) Narrate factors to be considered while choosing selection test.   7
   (B) Narrate types of selection tests.   7

OR

2. (A) Narrate process of recruitment.   7
   (B) Write a note on types of orientation.   7

3. (A) Narrate methods of development.   7
   (B) Explain methods of job design.   7

OR

3. (A) Narrate need and objectives of development.   7
   (B) Explain career stages in detail.   7

4. (A) Explain the methods of performance appraisal.   7
   (B) Differentiate between performance appraisal and job evaluation.   7

OR

4. (A) Narrate types of transfer.   7
   (B) Explain types of separation.   7

5. Do as directed : (Attempt any **seven** out of **twelve**)

   (1) HR audit is a _____ type of human resource management function. (control, development, acquisition)

   (2) Management inventory is _____ forecasting technique. (Demand, Supply, both)

   (3) The process of forecasting demand and supply of right number and type of people is called _____. (HR planning, HR audit, HR development)

   (4) _____ is an extremely popular method of recruitment now-a-days. (employment exchange, educational institution, advertising)

   (5) _____ judgement fails interviewers in checking further useful information about candidate. (SWOT, snap, performance)

   (6) Divestiture and investiture are types of _____. (oration, orientation, interviews)

   (7) Job rotation refers to _____ learning. (up, down, cross)

   (8) Planned change can be brought out by organisational _____. (Development, definition, design)

   (9) _____ is the career stage ranging up to 25 years. (establishment, exploration, decline)

   (10) Peter Drucker gave _____ technique of performance appraisal. (MBO, critical incident, 360degree)

   (11) _____ refers to removal of employee due to misconduct. (retrenchment, layoff, dismissal)

   (12) _____ involves promotion but in same category or level. (vertical, dry, horizontal)

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