

Seat No. : \_\_\_\_\_

# DC-126

December-2024

B.B.A., Sem.-III (As Per NEP 2020)

## DSC-C-233 : Basic Human Resource Management

Time : 2:00 Hours]

[Max. Marks : 50

1. (a) Differentiate between human resource management and personnel management. 5  
(b) Briefly explain the process of human resource planning. 5

OR

1. (a) Describe various objectives of human resource management. 5  
(b) Define job analysis. Briefly describe the procedure of analysing jobs. 5
2. (a) List down various internal sources of manpower supply. Explain advantages and disadvantages of such sources. 5  
(b) Explain any two types of employment tests for selecting a candidate. 5

OR

2. (a) Write various guidelines for making interviews more effective. 5  
(b) Write a note on : Formal Orientation Programme. 5
3. (a) What is Job Rotation ? Describe the merits and demerits of Job Rotation. 5  
(b) Define Job Enrichment. Explain characteristics of Job Enrichment. 5

OR

3. (a) Differentiate between Training and Development. 5  
(b) What do you mean by Career Planning ? Explain various stages of career. 5
4. (a) Define performance appraisal. What is its importance ? 5  
(b) Explain "Merit-based promotion". Mention its advantages and disadvantages. 5

OR

4. (a) Describe "Rating Scale Method" of performance appraisal. 5  
(b) Mention various types of employee Separation. Briefly explain Retrenchment. 5

5. MCQs : Short questions (Attempt any Ten) (01 mark each) 10  
(1) The very first step of human resource planning procedure is to Forecast manpower demand. (True or False)

- (2) Which of the following method of collecting job related data is the most appropriate for the large corporations where a large number of workers in a job are to be analysed ?
- (a) Interview Method (b) Observation Method  
(c) Checklist Method (d) Conference Method
- (3) The scope of Personnel Management includes career planning and personnel development, while HRM doesn't include these. (True or False)
- (4) \_\_\_\_\_ is a process of discovering the sources of manpower and stimulating prospective employees to apply for the vacancies.
- (a) Selection (b) Performance Appraisal  
(c) Recruitment (d) Promotion
- (5) Which of the following is True for "Psychomotor Test" ?
- (a) It is used to detect a lie.  
(b) It is used to check the control of muscle movements.  
(c) It is a clinical process and used to check the medical condition.  
(d) It analyses the handwriting.
- (6) In \_\_\_\_\_, the orientation of new employee is done by the old-existing employee.
- (a) Supervisory System of orientation  
(b) Formal orientation  
(c) Buddy System of orientation  
(d) Investiture orientation
- (7) "Job Enrichment" is the Vertical expansion of the job involving additional responsibilities. (True or False)
- (8) Which of the following is Not the "Off-the-job" method of executive development ?
- (a) Conference (b) Job rotation  
(c) Lecture (d) Role Playing
- (9) \_\_\_\_\_ is a process of identifying and developing the people to occupy higher level key positions in the organisation.
- (a) Job rotation (b) Job enrichment  
(c) Succession planning (d) Job design
- (10) The concept of "Management by Objectives" was proposed by Elton Mayo. (True or False)
- (11) When an employee is promoted without any increase in remuneration, it is called \_\_\_\_\_.
- (a) Horizontal Promotion (b) Vertical Promotion  
(c) Retrenchment (d) Dry Promotion
- (12) "Lay off" is a Permanent termination of the services of employees. (True or False)