

Seat No. : 497

DB-101

December-2023

BBA., Sem.-III

Full

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, snaps, 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)