

Seat No. : _____

DD-103

December-2021

BBA, Sem.-III

CC-203 : Basic Human Resource Management

Time : 2 Hours]

[Max. Marks : 50

- Instructions :**
- (1) All Questions in Section – I carry equal marks.
 - (2) Attempt any **two** Questions from Section – I.
 - (3) Question – **5** in Section – II is compulsory.

Section – I

1. (A) Define Human Resource Planning. Discuss demand forecasting methods. **10**
(B) Define Job Analysis. Discuss the process in detail. **10**
2. (A) Discuss in detail types of selection tests. **10**
(B) Discuss in detail types of interviews. **10**
3. (A) Write short notes on : Job Enlargement and Job Enrichment. **10**
(B) Define Development. Discuss in detail Off-the-job methods. **10**
4. (A) Define Promotion. Discuss arguments in favour and against Merit. **10**
(B) Define Transfer. Discuss types of transfer in detail. **10**

Section – II

5. Choose the correct answer from the following Multiple Choice Questions : (Any **10**) **10**
 - (1) Human resource management is concerned with the _____ dimension in the management.
(a) people (b) financial (c) marketing
 - (2) The process of forecasting demand and supply of right number and right type of people is called _____.
(a) HRM (b) HR Planning (c) Job Analysis

- (3) _____ interview is a combination of structured and unstructured questions in Interviewing the candidates.
- (a) Unstructured (b) Mixed (c) Behavioural
- (4) _____ test involves checking the control of muscle movement of candidates.
- (a) Aptitude (b) Psychomotor (c) polygraph
- (5) A _____ orientation is one where experienced employees induct a new hire.
- (a) Serial (b) Vertical (c) parallel
- (6) Many raters are too _____ in their ratings.
- (a) Confident (b) Lenient (c) spiritual
- (7) _____ stage is usually a pleasant stage.
- (a) Late-career (b) Mid-career (c) Decline
- (8) Status effect/error refers to rating an employee by considering status symbols. (True/False)
- (9) _____ is a decision that the organisation and the individual part from each other.
- (a) Penalty (b) Remedial (c) Separations
- (10) Who has developed Critical Incidents Methods ?
- (a) J.C. Flangan (b) Peter Drucker (c) Ford James
- (11) Job evaluation is the rating of jobs in an organisation. (True/False)
- (12) _____ effect refers to rely on what the employee has done recently by ignoring his or her overall performance.
- (a) Primacy (b) Leniency (c) Spillover
- (13) Succession planning can be known as “officer inventory report”. (True/ False)
- (14) Under _____ method, an attempt is made to imagine the problems that are likely too arise in actual operation of the business organisations.
- (a) Role-playing (b) Business Games (c) Case studies
- (15) Job enlargement is also called _____ job-loading.
- (a) horizontal (b) vertical (c) plain
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