

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

**N26-102**

**December-2014**

**B.B.A., Sem.-III**

**Basic Human Resource Management**

**Time : 3 Hours]**

**[Max. Marks : 70**

1. (a) Define Human Resource Management. Discuss the objectives of Human Resource Management. 7  
**OR**  
Discuss Human Resource Planning Process.
- (b) Define job analysis. Discuss the process of job analysis. 7  
**OR**  
Discuss any two demand forecasting methods in the process of Human Resource Planning.
2. (a) Discuss the various types of selection tests. 7  
**OR**  
What are the factors to be considered while choosing selection test ?
- (b) What is orientation ? Discuss the types of orientation programmes. 7  
**OR**  
Discuss the process of recruitment.
3. (a) Discuss any two methods of executive development in detail. 7  
**OR**  
Draw and discuss the stages of career planning.
- (b) Explain any two methods of job design. 7  
**OR**  
Discuss succession planning with its benefits.
4. (a) Define job evaluation. Discuss the importance of job evaluation. 7  
**OR**  
Discuss the various bases of promotion.
- (b) Explain any two methods of performance appraisal. 7  
**OR**  
What is separation ? Discuss the types of separation.

5. Do as directed :

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- (1) State any two supply forecasting methods in the process of Human Resource Planning.
  - (2) Mention any two methods of data collection in Job analysis.
  - (3) Any two types of interviews.
  - (4) State two do's and two don'ts of interviews.
  - (5) State any two objectives of executive development.
  - (6) What is job rotation ?
  - (7) Mention any two errors in performance appraisal.
  - (8) What are the types of promotion ?
  - (9) Define Human Resource Planning.
  - (10) What is recruitment ?
  - (11) State any two limitations of job rotation.
  - (12) Mention any two principles of promotion.
  - (13) State any two importance of performance appraisal.
  - (14) What is 360 degree feedback ?
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