

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

**JH-108**

January-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 in **Section I**.  
(3) Question **5** in **Section II** is **COMPULSORY**.

**Section – I**

1. (A) Discuss Human Resource Management. Discuss the objectives of HRM. **10**  
(B) What is Job Analysis ? Discuss the usefulness of job Analysis. **10**
2. (A) Define recruitment. Discuss internal and external sources of recruitment. **10**  
(B) What is orientation? Discuss types of orientation programmers. **10**
3. (A) Explain Job design and its features. **10**  
(B) Explain the stages involved in career planning. **10**
4. (A) What is performance Appraisal? Explain any two method of performance Appraisal. **10**  
(B) Discuss the principle of Promotion. **10**

**Section – II**

5. Choose the correct answer from following Multiple Choice Questions. (Any **Ten**) **10**
  - (1) Job description and job specification are components of\_\_\_\_\_.
    - (a) Job Analysis
    - (b) Job Planning
    - (c) Job Enlargement
    - (d) Job Specification
  - (2) Appointing new employees in place of old employees who leave the organization is referred to \_\_\_\_\_.
    - (a) Absenteeism
    - (b) Labour Turnover
    - (c) Production Cost
    - (d) Transfer

- (3) \_\_\_\_\_ is the oldest and widely used method of collecting job information.
- (a) Interview Method (b) Observation Method  
(c) Questionnaire Method (d) Checklist Method
- (4) The process of forecasting demand and supply of right number and type of people is called \_\_\_\_\_.
- (a) Human Resource Management (b) Human Resource Development  
(c) Human Resource Process (d) Human Resource Planning
- (5) Method of collecting Job data for job analysis does not include \_\_\_\_\_.
- (a) Score list (b) Check list  
(c) Diary (d) Observation
- (6) In \_\_\_\_\_ orientation experienced employee inducts a new employee.
- (a) Collective (b) Serial  
(c) Vertical (d) Horizontal
- (7) \_\_\_\_\_ is a process for providing new employees with basic background information about the organization.
- (a) Interview (b) Recruitment  
(c) Orientation (d) Job design
- (8) Graphology test is designed to analyze the \_\_\_\_\_ of the candidate.
- (a) Speech (b) Knowledge  
(c) Skill (d) Handwriting
- (9) Which of the following is internal source of recruitment?
- (a) Promotion (b) Advertisement  
(c) Educational Institute (d) Labour Union
- (10) Structure Interview is also known as \_\_\_\_\_.
- (a) Directive interview (b) In directive Interview  
(c) Preliminary Interview (d) All of the Above
- (11) \_\_\_\_\_ is the horizontal expansion of the job on same level.
- (a) Job Rotation (b) Job Satisfaction  
(c) Work Simplification (d) Job Enlargement
- (12) \_\_\_\_\_ is the methods of on -the- job training.
- (a) Conference (b) Role playing  
(c) Case study (d) Job Rotation
- (13) In Basket training is also known as \_\_\_\_\_.
- (a) In-Tray Method (b) Business Game  
(c) Work development (d) None of the Above
- (14) \_\_\_\_\_ is a stage which starts with selecting a job by an individual.
- (a) Establishment Stage (b) Exploratory Stage  
(c) Late Career Stage (d) Mid Career Stage

- (15) \_\_\_\_\_ is the method of developing all round personality, so that mental abilities and inherent qualities are developed.
- (a) Development (b) Training  
(c) Personality (d) None of the Above
- (16) The concept of M.B.O was popularized by\_\_\_\_\_.
- (a) F.W. Taylor (b) Peter Drucker  
(c) Elton Mayo (d) None of the Above
- (17) 360 degree feedback, also known as \_\_\_\_\_.
- (a) Multi-rater feedback (b) Single rater feedback  
(c) Individual rater feedback (d) None of the Above
- (18) \_\_\_\_\_ is termination of service at the request of the employee.
- (a) Resignation (b) Lay off  
(c) Dismissal (d) Voluntary Retirement scheme
- (19) When promotion is made without increase in remuneration it is called\_\_\_\_\_.
- (a) Vertical Promotion (b) Horizontal promotion  
(c) Dry Promotion (d) None of them
- (20) \_\_\_\_\_ is shifting of the employee from one job to another without any change in status or salary,
- (a) Promotion (b) Separation  
(c) Transfer (d) None of the Above
- \_\_\_\_\_

