

Seat No. : _____

MC-101

March-2019

B.B.A., Sem.-III

CC-203 : Basic Human Resource Management

Time : 2:30 Hours]

[Max. Marks : 70

1. (A) Draw and discuss human resource planning process in detail. **14**
- OR**
- (i) Discuss any two methods of data collection for job-analysis. **7**
- (ii) What are the objectives of Human Resource Management ? **7**
- (B) Do as directed : (any **four**) **4**
- (i) Define Human Resource Management.
- (ii) Job-description and job-specification are components of _____.
- (iii) Skill inventory is a supply forecasting method in human resource planning process. (True / False)
- (iv) What is job-analysis ?
- (v) State any two methods of forecasting demand in human resource planning.
- (vi) Questionnaire method of data collection helps where large number of jobs have to be analysed. (True / False)
2. (A) Discuss the process of recruitment. **14**
- OR**
- (i) Explain the different types of orientation programmes. **7**
- (ii) Discuss common interview problems. **7**
- (B) Do as directed : (any **four**) **4**
- (i) Define selection.
- (ii) A group of experts conduct the interview in panel interview. (True / False)
- (iii) State any two do's of interview.
- (iv) Factors to be considered while choosing a selection tests are _____, _____, _____ and _____.
- (v) Graphology tests determine the traits of interviewee on the basis of handwriting and signature. (True / False)
- (vi) Questions and their logical sequence is predetermined in a structured interview. (True / False)

3. (A) Draw and discuss the stages of career planning. 14
- OR**
- (i) Discuss any one method of Executive development. 7
- (ii) Write a note on Job enlargement. 7
- (B) Do as directed : (any **three**) 3
- (i) A self directed team is highly motivated and self-controlled. (True / False)
- (ii) What is role play ?
- (iii) _____ promotes skills of a higher level.
(job enrichment, work simplification)
- (iv) What is succession planning ?
- (v) State any two objectives of executive development.
4. (A) Highlight the differences between performance appraisal and job evaluation. 14
- OR**
- (i) Discuss the principles of promotion. 7
- (ii) What are the different types of transfers ? 7
- (B) Do as directed : (any **three**) 3
- (i) What is job-evaluation ?
- (ii) A feedback given by all possible raters is _____ feedback.
(360 degree, forced-choice)
- (iii) State the types of promotions.
- (iv) What is spill over error in performance appraisal ?
- (v) What is retrenchment ?
- _____