



Seat No. : _____

NO-103

November-2025

BBA/BS (BBA), Sem.-III (NEP)

DSC-C-233 : Basic Human Resource Management

Time : 2:00 Hours]

[Max. Marks : 50

1. (A) Discuss the Aspects of Job Analysis. 5
1. (B) Explain the Scope of HRM. 5
- OR**
1. (A) Describe the Procedure of Human Resource Planning. 5
1. (B) Describe the Functions of HRM. 5
2. (A) Differentiate between Orientation and Induction. 5
2. (B) Write down the Procedure of Recruitment. 5
- OR**
2. (A) Explain any Five types of Selection Tests. 5
2. (B) Discuss Common Interview Problems. 5
3. (A) Discuss any two methods of Job Design. 5
3. (B) Differentiate between Training and Development. 5
- OR**
3. (A) Explain on the job methods of Development. 5
3. (B) Write down the short note on Career Stages. 5
4. (A) Discuss the Limitations of Performance Appraisal. 5
4. (B) Write down the short note on Types of Promotion. 5
- OR**
4. (A) What do you understand about Transfer ? Discuss in detail. 5
4. (B) Explain any two methods of Performance Appraisal. 5
5. Do as Directed : (Attempt any 10) 10
 - (1) Human Resource Planning helps organizations to avoid _____.
 - (A) Market competition
 - (B) Technological changes
 - (C) Under-staffing and over-staffing
 - (D) Improper utilization of manpower

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- (2) _____ is the part of development.
- (A) Training (B) Selection
(C) Education (D) Recruitment
- (3) Job Enrichment is _____ expansion of Job.
- (A) Vertical (B) Horizontal
(C) Diagonal (D) Matrix
- (4) The Main objectives of performance appraisal is to assess an employee's _____
- (A) Discipline (B) Appearance
(C) Behaviour (D) Efficiency
- (5) The graphic rating scale method uses _____ for various employee trait.
- (A) Table (B) Chart
(C) Checklist (D) Reports
- (6) The main objective of selection is to reduce _____ by choosing the right candidate.
- (A) Turnover (B) Training
(C) Absenteeism (D) Workload
- (7) The main focus of the establishment stage is _____
- (A) Discovering career interests
(B) Proving capability and achieving stability
(C) Preparing for retirement
(D) Learning and experimenting
- (8) Increasing the depth of a job by adding more responsibility and autonomy is called :
- (A) Job Enrichment (B) Job enlargement
(C) Job rotation (D) Job simplification
- (9) The main purpose of an interview is to _____.
- (A) Reject candidates
(B) Test theoretical knowledge
(C) Assess the suitability of a candidate for a job
(D) Increase employee morale
- (10) Orientation helps employees to understand _____.
- (A) Only their job tasks
(B) Organizational goals, policies, and culture
(C) Customer satisfaction
(D) Market trends
- (11) Job analysis is a process of studying and collecting information about _____.
- (A) Employee performance (B) Job content and requirements
(C) Organizational structure (D) Pay scale only
- (12) Absenteeism refers to _____.
- (A) Employees coming early to work
(B) Employees being absent from work without valid reason
(C) Employees taking official leave
(D) Employees working overtime