



Seat No. : _____

DQ-112

December-2025

B.B.A., Sem.-III

CC-203 : Basic Human Resource Management

Time : 2:30 Hours]

[Max. Marks : 70

1. (A) Write down the procedure of HRP. 7

1. (B) Write down the short note on scope of HRM. 7

OR

1. (A) Explain the methods of collecting Data. 7

1. (B) Discuss the objectives of HRM. 7

2. (A) Write down the short note on Common Interview Problems. 7

2. (B) Discuss various types of Selection Tests. 7

OR

2. (A) Explain different types of Orientation Programmes. 7

2. (B) Discuss the factors to be considered while choosing Selection Test. 7

3. (A) What is Job Rotation ? State the advantages and limitations of Job Rotation. 7

3. (B) Differentiate between Training and Development. 7

OR

3. (A) Discuss Job Enrichment and Job Enlargement as methods of Job Design. 7

3. (B) Write down the short note on Career stages. 7

4. (A) Explain the arguments for and against seniority as the basis of Promotion. 7

4. (B) Explain the errors in Performance Appraisal. 7

OR

4. (A) Write down the short note on Transfer. 7

4. (B) Explain any two methods of Performance Appraisal. 7

5. Do as directed : (Attempt any **Seven**)

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- (1) _____ is the process of identifying and attracting potential employees to the organization. (Recruitment / Selection / Training)
- (2) Human Resource Management is concerned with the effective use of _____ in an organization. (Money / Material / People)
- (3) Performance appraisal is the _____ evaluation of an employee's performance. (Continuous / Systematic / Random)
- (4) Wages and Salaries are part of _____ management. (Staffing / Compensation / Welfare)
- (5) _____ refers to the movement of an employee from one job to another at the same level. (Promotion/ Transfer/ Retrenchment)
- (6) The main objective of orientation is to reduce employee _____. (Workload / Anxiety / Promotion)
- (7) _____ motivates employees by rewarding them for their performance. (Training / Planning / Compensation)
- (8) The process of improving employee skills and knowledge is called _____. (Training / Recruitment / Selection)
- (9) Human Resource Planning ensures the availability of the _____ number of employees. (Right / Excess / Minimum)
- (10) _____ is the separation of an employee from the organization. (Promotion / Retirement / Transfer)
- (11) Orientation is also known as _____. (Recruitment / Selection / Induction)
- (12) The main objective of job design is to improve employee _____. (Turnover / Productivity / Conflict)
