

Seat No. : _____

NH2-112

December-2015

B.B.A., Sem. III

CC-203 : Basic Human Resource Management

Time : 3 Hours]

[Max. Marks : 70

1. (a) Discuss the process of human resource planning. 7

OR

Explain any two methods of data collection in job analysis.

- (b) Discuss the objectives of Human Resource management. 7

OR

Explain any two supply forecasting methods in the process of Human resource planning.

2. (a) What are the do's and don'ts of interviews ? 7

OR

Discuss the various types of selection tests.

- (b) Explain any two types of interviews. 7

OR

Discuss the process of recruitment.

3. (a) Discuss job enrichment and job enlargement as methods of job design. 7

OR

Explain the stages of career planning.

- (b) Discuss any two methods of executive development. 7

OR

Write notes on :

(i) Role play

(ii) In basket exercise

4. (a) What is job evaluation ? Discuss its importance. 7

OR

Discuss various principles of promotion.

(b) Explain any two methods of performance appraisal. 7

OR

Discuss the various types of transfers.

5. Answer the following : 14

- (1) Define human resource management.
 - (2) State any two demand forecasting methods in the process of human resource planning.
 - (3) What is job-analysis ?
 - (4) State any two common interview problems.
 - (5) Mention the types of orientation programmes.
 - (6) State the factors considered before choosing a selection test.
 - (7) What is career planning ?
 - (8) State any two features of job-rotation.
 - (9) Mention any two benefits of understudy assignment.
 - (10) Mention any two problems of performance appraisal.
 - (11) What is promotion ?
 - (12) State any two benefits of promotion on the bases of seniority.
 - (13) What is 360 degree feedback ?
 - (14) Mention the types of separations.
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