

SARDAR PATEL UNIVERSITY
S.Y.BBA (ISM) 3rd Semester Examination
2012
Monday, 31st December
2:30 - 4:30 pm
UM03EBBS01 – Human Resource Management

Total Marks : 60

- Q.1
- (A) Elaborate the process involved in Human Resource Planning. [10]
 (B) Write a note on : [05]
 Job description and Job Specification
- OR**
- (A) Define 'Human Resource Planning'. [10]
 Explain the various influencing factors of Human Resource Planning.
 (B) "Striking balance between Human Resource required and acquired is important." Discuss. [05]
- Q.2
- (A) Define 'Recruitment'. Explain various sources of recruitment in detail. [10]
 (B) Write a note on : [05]
 Types of tests
- OR**
- Q.2
- (A) "Selection is a negative process". Discuss this statement with reference to process of selection. [10]
 (B) Write a note on : [05]
 Selection interview
- Q.3
- (A) What is meant by promotions ? Explain different criteria used to promote the employee. [10]
 (B) Define 'Demotion'. Explain why it is needed. [05]
- OR**
- (A) Define 'Transfer'. Explain various types of transfer in detail. [08]
 (B) Discuss various objectives of promotion and transfer. [07]
- Q.4
- (A) Define 'Performance Appraisal'. Discuss different steps involved in performance appraisal. [10]
 (B) Write a note on : [05]
 Objectives of performance appraisal.
- OR**
- Q.4
- (A) Explain the problems of performance appraisal in detail. [07]
 (B) Explain any five techniques of performance appraisal. [08]

