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SARDAR PATEL UNIVERSITY
BBA (ITM) SEM: III EXAMINATION
2021

Thursday, 7th January

10:00 AM to 12:00 PM

UM03DBBI51: HUMAN RESOURCE MANAGEMENT – I

Total Marks: 70

Note: Figures to the right indicate marks of question.
Each questions carry equal marks.

Write answer of any four questions from below given eight questions.

- Q:1 What do you mean by human resource planning? Explain the process of HRP.
- Q:2 Clarify concept of job analysis. Explain job description and job specification with its content.
- Q:3 Elaborate various internal and external sources of recruitment.
- Q:4 Give meaning of training and explain various on the job and off the job training techniques.
- Q:5 Give meaning of promotion, transfer and demotion. Explain basis for promotion.
- Q:6 Write note on:
1) Causes of absenteeism
2) Forms of separation
- Q:7 Narrate the concept of compensation and describe various factors affecting compensation.
- Q:8 Explain following methods of performance appraisal in brief:
1) Paired comparison method
2) Checklist method
3) Management by objective (MBO) method
4) 360 degree appraisal method

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