Paper Code:BBA 3301

School of Management, BBD University

Program: IMBA Sem:3

First Sessional Test Paper Odd Sem (2023-24)

Subject: Human Resource Management & Developmemt

Time: 60 Minutes Max. Marks: 30

SECTION-A

(This section contains very short answer type questions)

Q. No. 1. Attempt *All parts* of the following: [5*1 = 5]

f) Define "Human Resource Inventory"
g) Define "Job Enrichment"
h) Define "Replacement Transfers"
i) Define "Orientation"
j) Define "Job Rotation"

SECTION-B

Q.No.2. Attempt *any Two* of the following: [7.5*2 = 15]

e) Define HRM & Outline its features clearly.
f) Briefly explain the concept the concept of HRD matrix and outline the various sub-systems of HRD.
g) Define "Recruitment".Explain the various sources of Recruitment.
h) Discuss briefly the various steps that are involved in hiring human resources in an organization.

SECTION-C

Q. No. 3. Attempt any *One of* the following: [10*1 = 10]

d) Discuss the importance of HRD both at the micro & macro levels.
e) Recruitment is a Positive Process and Selection is termed as a Negative Process". Critically analyze the following statement.
f) Distinguish between-
(i)Transfer & Promotion
(ii)Job Description & Job Specification