

Paper Code: BBA 3301
School of Management, BBD University
Sem: 3
Program: IMBA
First Sessional Test Paper Odd Sem (2023-24)
Subject: Human Resource Management & Development
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