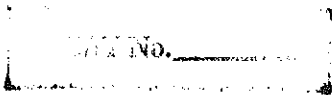


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**SARDAR PATEL UNIVERSITY**  
**BBA (ITM) SEMESTER III**  
**TUESDAY 21<sup>st</sup> NOVEMBER 2017**  
**TIME 02:00 PM TO 04:00 PM**  
**UM03EBBI03**  
**HUMAN RESOURCE MANAGEMENT-I**

**MARKS: 60****NOTE: Figures to the right indicate marks.**

- Q.1** Define the term HRP also discuss in detail the process of HRP. **[15]**
- OR**
- Q1** **[A]** What are the factors in job design? Elucidate. **[08]**  
**[B]** Write a note on: Job Analysis. **[07]**
- Q.2** Define recruitment & describe at length the sources of recruitment. **[15]**
- OR**
- Q.2** What is employee training? Give explanation on off-the-job training techniques. **[15]**
- Q.3** What is promotion and demotion? Explain at length basis of promotion and causes of demotion. **[15]**
- OR**
- Q.3** **[A]** What are the various causes of absenteeism? Clarify. **[08]**  
**[B]** Brief out the forms of separation. **[07]**
- Q.4** Define compensation and make clear the factors affecting compensation. **[15]**
- OR**
- Q.4** **[A]** What is performance appraisal? Explain the steps involved in appraisal process. **[08]**  
**[B]** Write a note on: 360 Degree Appraisal. **[07]**

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