[6143]-412

S.Y. B.B.A.

406-C : EMPLOYEE RECRUITMENT AND RECORD MANAGEMENT

(2019 Pattern) (Semester - IV)

Time : 2½ Hours]   *[Max. Marks : 50*

Instructions to the candidates:

1)   All questions are compulsory.

2)   Figures to the right indicate full marks.

Q1) **Multiple Choice Questions.**   **[5]**

i)   The process of developing the applicant's pool for job openings in an organisation is called _____.

   a)   Hiring   b)   Recruitment

   c)   Selection   d)   Retention

ii)   Selection is known as a process of _____

   a)   Positive attitude   b)   Rejection

   c)   Development   d)   None of the above

iii)   _____ technique of manpower forecasting is also known as "word-load' analysis".

   a)   Ratio Trend Analysis   b)   Regression Analysis

   c)   Delphi   d)   Work study method

iv)   _____ refers to the data which is not considered as evidence.

   a)   Record   b)   Document

   c)   Information   d)   All of the above

v)   Stages of Record Management does not involve

   a)   Storage of Records   b)   Retrieval of Records

   c)   Disposal of Records   d)   None of the above

P.T.O.

Q2) Match the pairs. [5]

Group A

i) Manpowe Planning

ii) Plant Level Manpower Planning

iii) Managerial Judgement Technique

iv) Organizational Type and Strategy

v) Lack of Balanced Approach

Group B

a) Bottom up approach

b) Factor influencing Estimation of Manpower

c) Providing Right Employees at Right Job

d) Barrier to Manpower planning

e) Operating Committee

Q3) Answer the following (Write any two) : [20]
a) Write down meaning of manpower planning. Explain factors affecting estimation of Manpower forecasting.
b) Explain at least 5 types of employee Records in detail.
c) Explain any 10 Principles of record keeping.

Q4) Short Notes (any four) : [20]
a) Sources of Recruitment
b) Talent Acquisition
c) Block chain
d) Objectives of Record management
e) Barriers to manpower planning

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