

Roll No.
Total No. of Questions : 09

Total No. of Pages : 02

BBA (Sem.-4)
HUMAN RESOURCE MANAGEMENT

Subject Code : BBA-402-18

M Code : 77424

Date of Examination : 07-07-22

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTIONS TO CANDIDATES

1. **SECTION-A** is **COMPULSORY** consisting of **TEN** questions carrying **TWO** marks each.
2. **SECTIONS-B** consists of **FOUR** Sub-sections : Units-I, II, III & IV.
3. Each Sub-section contains **TWO** questions each, carrying **TEN** marks each.
4. Students have to attempt any **ONE** question from each Sub-section.

SECTION-A

I. Explain briefly :

- a) Define Human Resource Planning
- b) Differentiate between Job specification and Job description
- c) What is job enrichment?
- d) Sources of recruitment
- e) Enlist various types of interviews
- f) Define induction. Also give the important elements of an induction program
- g) Discuss various methods of training need analysis
- h) Define industrial relations
- i) What are fringe benefits?
- j) Discuss the types of Incentive plans



SECTION-B

UNIT-I

2. Define Human Resource Management. Discuss various issues and challenges for HRM in India with examples.
3. Elaborate the process of Human Resource Planning with the suitable illustrations.

UNIT-II

4. What do you mean by Job Analysis? Describe various methods of collecting job data with their advantages and disadvantages.
5. Define Selection. What are various stages of a selection process? Discuss in detail.

UNIT-III

6. What is Training? Discuss the methods of on the job training and off the job training with their pros and cons. According to you which method of training is more useful for sales staff?
7. What do you mean by career planning and development? Elaborate the stages of career life cycle? Also, discuss various individual and organizational strategies used for career planning of employees.

UNIT-IV

8. Define performance appraisal. Discuss in detail various methods of performance appraisal with the help of suitable examples.
9. What is compensation management? What are various elements of employee compensation? Elaborate various methods of wage and salary administration.

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HUMAN RESOURCE MANAGEMENT

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Time : 3 Hrs.

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4. Students have to attempt any ONE question from each Sub-section.

SECTION-A

1. Explain briefly :
 - a) Nature of Human Resource Management.
 - b) Define Job analysis
 - c) Steps of selection
 - d) Discuss various types of tests used for employee selection
 - e) Induction program
 - f) Types of interviews
 - g) Stages of career life cycle
 - h) Methods for identification for training needs
 - i) Elements of wage and salary
 - j) Nature of industrial relations.

SECTION-B

UNIT-I

2. Define human resource management. Discuss its importance. Also explain emerging trends in HRM due to globalization and technological advancements.
3. Define human resource planning? Elaborate various factors affecting human resource planning of an organization.

UNIT -II

4. Define recruitment. Describe various external and internal sources of recruitment with their advantages and disadvantages.
5. What do you understand by Job design? Discuss its relevance. Also explain various methods of Job design.

UNIT -III

6. Define training. Discuss the process of training and development with the help of suitable examples.
7. What do you mean by career planning and development? Explain various individual and organizational strategies for career planning and development.

UNIT -IV

8. What do you understand by the term incentives? Why incentives are called variable pay? Discuss in detail different types of incentive schemes for employees.
9. What is performance appraisal? Discuss in detail traditional and modern methods of performance appraisal with their advantages and disadvantages.

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SECTION-A

1. Explain briefly :

- (a) Describe the scope of HRM.
- (b) Define globalization.
- (c) Define job description.
- (d) Write a note on job rotation.
- (e) What is poaching?
- (f) What is placement?
- (g) What is apprenticeship training?
- (h) What do you mean by potential appraisal?
- (i) Define the concept of wage and salary administration.
- (j) Define interviews.

SECTION-B

UNIT-I

2. Discuss the nature and scope of Human Resources Management.
3. What are contemporary challenges for HRM? Explain.

UNIT-II

4. Describe the techniques used for analysing the job?
5. What is placement? How an Employee is placed on the job? Do you think 'Right man at the Job' is essential for the success of organization? Explain.

UNIT-III

6. Explain the various methods of training.
7. Write detailed note on career life cycle.

UNIT-IV

8. Discuss in detail the modern methods of appraisal of employees.
9. Discuss the elements methods of wage and salary administration.

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SECTION - A

I. Explain briefly :

- a) Scope of HRM.
- b) Define job specification.
- c) List various sources of recruitment.
- d) What do you mean by employee testing?
- e) Elements of an effective induction program.
- f) Difference between training and development.
- g) Career life cycle.
- h) Define incentives.
- i) What do you mean by industrial relations?
- j) HRM in India.

SECTION - B

UNIT - I

2. Define Human resource management. Discuss various emerging trends of HRM due to globalization and technological advancements.
3. What is human resource planning? Briefly explain various factors influencing human resource planning.

UNIT - II

4. What do you mean by employee selection? Explain the steps of a selection process with the help of suitable illustrations.
5. Define job design. Discuss in detail various methods of job design.

UNIT - III

6. Define training. State its importance. Explain different methods of on the job training with their advantages and disadvantages.
7. Explain the concept of career planning and development. Discuss the process of career planning and development in detail.

UNIT - IV

8. What is performance appraisal? Elucidate various traditional and modern methods of performance appraisal.
9. Define compensation. What are the elements of employee compensation? Discuss various factors affecting the compensation policy of an organization.

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