BBA-08

June - Examination 2026

Bachelor of Business Administration (IInd Year) Examination

Human Resource Management

Paper : BBA-08

[*Time: **3** Hours*] [*Maximum Marks: **70***]

Note :- The question paper is divided into three Sections A, B and C. Write answers as per the given instructions in each section.

Section-A **7×2=14**

(Very Short Answer Type Questions)

Note :- Answer **all** questions. As per the nature of the question delimit your answer in one word, one sentence or maximum up to **30** words. Each question carries **2** marks.

1. (i) What is meant by Human Resource Management?

   (ii) Define Job Analysis.

   (iii) What is an Application Blank in the recruitment process?

   (iv) Mention any two benefits of On-the-Job Training.

   (v) Why is Executive Development important for an organization?

   (vi) What is the Field Review Method of performance appraisal?

   (vii) Write a short definition of Collective Bargaining.

Section-B **4×7=28**

(Short Answer Type Questions)

Note :- Answer **any four** questions. You have to delimit your each answer maximum up to **200** words. Each question carries **7** marks.

2. Explain the role and responsibilities of an HR Manager in Human Resource Management.
3. Describe the various methods of recruitment, including direct, indirect, and third-party sources.
4. Explain the process of employee selection.
5. Differentiate between training and development.
6. Discuss the basic principles of Wage and Salary Administration.
7. Explain the functions and importance of Trade Unions.
8. Discuss the significance of discipline in an industrial organization.
9. Explain the importance of Human Resource Accounting (HRA) in the present business environment.

Section-C

2×14=28

(Long Answer Type Questions)

Note :- Answer **any two** questions. You have to delimit your each answer maximum up to **500** words. Each question carries **14** marks.

10. Explain the various forecasting techniques used in Human Resource Planning and discuss their applications.

11. Define Job Specification. Differentiate between Job Specification and Job Description.

12. What are fringe benefits? Explain their features and importance in employee motivation.

13. Define Industrial Discipline and discuss its characteristics and objectives.
