

BBA-08

December - Examination 2017

BBA Pt. II Examination**Human Resource Management****Paper - BBA-08****Time : 3 Hours]****[Max. Marks :- 80**

Note: The question paper is divided into three sections A, B and C. Write answers as per given instructions.

Section - A**8 × 2 = 16**

(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) Write any two functions of HRM.
- (ii) Write any two objectives of Human Resource Planning.
- (iii) What do you mean by Performance Appraisal?
- (iv) What do you mean by Incentives?
- (v) Define Industrial Relationship.
- (vi) Define Collective Bargaining.
- (vii) What do you mean by Human Resource Accounting?
- (viii) Explain any two methods of Job Design.

Section - B**4 × 8 = 32**

(Short Answer Questions)

Note: Answer **any four** questions. Each answer should not exceed 200 words. Each question carries 8 marks.

- 2) Explain Human Resource Planning Process.
- 3) Explain the process of Recruitment.
- 4) Explain various on the job and off the job training methods in detail.
- 5) What are the essentials of Sound Wage and Salary Administration?
- 6) Explain the functions of Trade Union.
- 7) Explain the importance of Discipline in industry.
- 8) Explain the need of Business Ethics in detail.
- 9) What do you mean by recruitment policy? Explain the prerequisites of a good recruitment policy.

Section - C**2 × 16 = 32**

(Long Answer Questions)

Note: Answer **any two** questions. You have to delimit your each answer maximum up to 500 words. Each question carries 16 marks.

- 10) What is job analysis? What steps are involved in the preparation of job analysis?
- 11) Performance appraisal is the systematic evaluation of the individual with respect to his performance on the job and his potential for development". What are the options open to you in the design of a performance appraisal system to achieve this goal?
- 12) Bring out the causes and consequences of industrial disputes. Discuss existing machinery for the settlement of industrial disputes in India.
- 13) Write short note on Human Resource Reporting in India.
