

**BBA-08**  
December - Examination 2018  
**BBA Pt. II Examination**  
**Human Resource Management**  
**Paper - BBA-08**

**Time : 3 Hours ]**

**[ Max. Marks :- 80**

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**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 Questions)

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

- 1) (i) Write any two role of HR Manager.
- (ii) Write two uses of Job analysis.
- (iii) What is Job Description?
- (iv) What is orientation?
- (v) What do you mean by off the job training?
- (vi) What is career planning?
- (vii) What do you mean by incentives?
- (viii) What do you mean by Trade Unions?

**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) Describe the importance of Human Resources Planning in an organisation.
- 3) Explain the advantages and disadvantage of job rotation technique.
- 4) Explain the various factors affecting recruitment in an organisation.
- 5) Discuss the various steps of selection process.
- 6) Explain various on-the-job training methods in detail.
- 7) Explain the various methods of wages payment.
- 8) Discuss the steps you would suggest to promote industrial harmony in India.
- 9) Write short note on “Importance of Human Resource Accounting”.

**Section - C****2 × 16 = 32**

(Long Answer Questions)

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

- 10) What do you understand by job analysis? What is its importance in the management of human resources? Explain.
  - 11) Discuss the steps of recruitment process. How will you reconcile the internal and external sources of recruitment.
  - 12) “Performance appraisal is not only for appraisal but is for achievement and improvement of performance”. Explain.
  - 13) What do you mean by collective bargaining? Explain the advantages of collective bargaining.
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