

BBA-08
December – Examination 2021
BBA (Part II) Examination
Human Resource Management
Paper : BBA-08

Time : 1½ Hours]

[Maximum Marks : 70

Note :- The question paper is divided into two Sections A and B. Write answers as per the given instructions.

Section-A

4×3½=14

(Very Short Answer Type Questions)

Note :- Answer any *four* 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 3½ marks.

1. (i) What is Human Resource Planning ?
- (ii) What do you understand by Job Analysis ?
- (iii) What do you mean by Recruitment Policy ?
- (iv) What is Application Blank ?
- (v) What is Career Planning ?
- (vi) Explain the concept of Industrial Relations.
- (vii) Explain any *two* Trade Union Objectives.
- (viii) What do you mean by Strategic Partner ?

Section-B **4×14=56**

(Short Answer Type Questions)

Note :- Answer any *four* questions. Answer should not exceed **200** words. Each question carries 14 marks.

2. Elaborate about the nature of HRM and its relevance in present scenario.
3. Define job specification. How is it different from job description ? Explain.

4. Discuss the steps of recruitment process. How will you reconcile the internal and external sources of recruitment ?
5. What do you understand by selection process ? Discuss various steps involved in it.
6. Explain the term training and the need of training for organizations.
7. “Performance appraisal is not only for appraisal but is for achievement and improvement of performance.” Explain.
8. Describe compensation and explain various factors affecting compensation planning.
9. Define the term Ethics. Explain the various HR ethical issues.