

BBA-08

December – Examination 2023
BBA (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.

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 do you understand by job description ?
- (ii) What do you mean by selection ?

- (iii) What is questionnaire ?
- (iv) What is career counselling ?
- (v) Write benefits of industrial relations.
- (vi) Why trade unions are formulated ?
- (vii) Explain the role of strategic partner in HRM.

Section-B **4×7=28**

(Short Answer Type Questions)

Note :- Answer any *four* questions. Each answer should not exceed **200** words. Each question carries 7 marks.

2. Define the term ethics. Explain the various HR ethical issues.
3. Define job specification. How is it different from job description ? Explain.
4. Write the advantages and disadvantages of internal sources of recruitment.
5. Elaborate about the nature of HRM and its relevance in present scenario.
6. What do you understand by selection process ? Discuss various steps involved in it.
7. State the characteristics of red hot stove in context of disciplinary action.

8. Describe compensation and explain various factors affecting compensation planning.
9. Explain the term training and the need of training for organizations.

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 various On the Job and Off the Job training methods in detail.
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. Discuss in detail different factors that generally affect compensation decision of an organization.