

BBA-08

December – Examination 2020
BBA (Part II) Examination
Human Resource Management
Paper : BBA-08

Time : 2 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

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. Explain the following terms within **30** words each :

- (i) Societal Objectives of HRM
- (ii) Job Specification

- (iii) Job Rotation
- (iv) Coaching
- (v) Career Path
- (vi) Management by Objectives
- (vii) Time Rate Wage System

Section-B **4×14=56**

(Short Answer Type Questions)

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

2. Explain the various factors affecting Human Resource Planning.
3. Clearly define and discuss the relationship among job analysis, job description and job specification.
4. What do you understand by selection process ? Discuss various steps involved in it.
5. Discuss various guidelines to be followed for an interview.
6. Explain the importance and process of career planning.

7. According to you, what should be done to have an effective performance appraisal system in your organization.
8. Explain various factors affecting compensation planning.
9. Discuss the steps you would suggest to promote industrial harmony in India.