

BBA-08

June – 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 is Human Resource Planning ?
- (ii) Write any *two* functions of HRM.

- (iii) Write any *two* methods of Wages Payment.
- (iv) What do you mean by Industrial Disputes ?
- (v) Define Collective Bargaining.
- (vi) What do you mean by Business Ethics ?
- (vii) Explain any *two* methods of Job Design.

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. What do you understand by Selection Process ?
Discuss the various steps involved in it.
3. What are the essentials of Sound Wage and Salary Administration ?
4. Describe the benefits of Performance Appraisal.
5. Explain the functions of Trade Union.
6. Explain the advantages of Collective Bargaining.
7. Explain the need of Business Ethics in detail.
8. Explain the barriers to HRP. Bring out the requisites for effective planning.
9. What do you mean by Recruitment Policy ?
Explain the prerequisites of a good recruitment policy.

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. Describe the various forecasting techniques and how these techniques are being used in Human Resource Planning.
11. What is Job Analysis ? What steps are involved in the preparation of job analysis ?
12. Discuss the steps of Recruitment Process. How will you reconcile the internal and external sources of recruitment ?
13. Bring out the causes and consequences of Industrial Disputes. Discuss existing machinery for the settlement of industrial disputes in India.