

BBA-08

June – Examination 2024

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 Societal Objectives of HRM ?

- (ii) What do you mean by Human Resource Planning ?
- (iii) What is Job Description ?
- (iv) What is Executive Development ?
- (v) Write benefits of Trade Union.
- (vi) Write any *two* advantages of Collective Bargaining.
- (vii) What is Misconduct ?

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 HRM. Explain the objectives of HRM.
3. Explain the need for Human Resource Planning in Organizations.
4. What do you mean by Job Analysis ? Write the uses of job analysis.
5. What is an Interview ? What purpose does it serve ? Discuss various types of interviews.

6. What do you understand by Training ? Discuss the various types of employee training.
7. What is Performance Appraisal ? Discuss various methods of performance appraisal.
8. Explain various factors affecting Wage and Salary Administration.
9. Explain the process of Collective Bargaining.

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. Write an essay on 'Job Enlargement' Vs. 'Job Enrichment'.
11. Discuss the steps of recruitment process. Explain the factor affecting recruitment.
12. What do you mean by Industrial Disputes ? Explain various forms of industrial disputes.
13. How to manage Ethics at workplace ? Explain with examples.