

**BBA-08**

June - Examination 2016

**BBA Pt. II Examination****Human Resource Management****Paper - BBA-08****Time : 3 Hours ]****[ Max. Marks :- 80**

**Note:** The question paper is divided into three sections A, B and C. Write answers as per given instructions.

**Section - A****8 × 2 = 16**

(Very Short Answer Questions)

**Note:** Answer **all** questions. As per the nature of the questions you delimit your answer in one sentence upto 30 words. Each question carries 2 marks.

- 1) (i) What are the functions of Human Resource Management?
- (ii) What is job description?
- (iii) Define recruitment.
- (iv) What is application blank?
- (v) What do you mean by the importance of executive development?
- (vi) Describe compensation.
- (vii) What do you mean by "Collective Bargaining"? Explain.
- (viii) Explain job analysis.

**Section - B****4 × 8 = 32**

(Short Answer Questions)

**Note:** Answer **any four** questions. Each answer should not exceed 200 words. Each question carries 8 marks.

- 2) What are the functions and objectives of HRM?
- 3) Define job specification? How is it different from job description?
- 4) Discuss the steps of recruitment process.
- 5) What do you understand by placement and orientation?
- 6) What do you mean by the importance of executive development programme designing?
- 7) What do you understand by fringe benefits.
- 8) What are the significance of good industrial relations.
- 9) Explain in brief the guidelines of a disciplinary action.

**Section - C****2 × 16 = 32**

(Long Answer Questions)

**Note:** Answer **any two** questions. You have to delimit your each answer maximum upto 500 words. Each question carries 16 marks.

- 10) Explain the role of HR professional in human resource planning process in organizations.
- 11) What do you understand by selection process? Discuss various steps involved in it.
- 12) Discuss the steps you would suggest to promote industrial harmony in India.
- 13) Define the term Ethics. Trace the sources of ethics. Why is ethics important?

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