

Roll No.

57532

BBA 4th Semester (N. S.) 2014-17

Examination – July, 2021

HUMAN RESOURCE MANAGEMENT

Paper : BBAN-402

Time : Three Hours]

[Maximum Marks : 80

Before answering the questions, candidates should ensure that they have been supplied the correct and complete question paper. No complaint in this regard, will be entertained after examination.

Note : Section – A is *compulsory*. Attempt *four* questions from Section – B, selecting *one* question from each Unit.

SECTION – A

1. Explain the following in brief :

- (a) Concept of KPO
- (b) Operative functions of HRM

57532-4,200-(P-3)(Q-9)(21)

P. T. O.

- (c) Meaning of Induction
- (d) Qualities of HR Manager
- (e) Job enrichment
- (f) Differentiate Training and Education
- (g) 360° appraisal
- (h) Balance score card

SECTION – B

UNIT – I

- 2.** "Human Resource Management is an advancement over traditional personnel management". Comment.
- 3.** "Human Resource Policies serve as guide posts to human resource decisions". Explain.

UNIT – II

- 4.** Explain the following :
 - (a) Job Specification
 - (b) Job Design
- 5.** What do you understand by selection ? How is it different from recruitment ? Explain in brief the steps involved in selection process.

57532-4,200-(P-3)(Q-9)(21) (2)

UNIT – III

6. Examine the need of Executive Development. Explain any *three* methods of Executive Development.
7. What do you mean by Employee Retention ? Discuss the need and importance of Employee Retention.

UNIT- IV

8. What is Performance Appraisal ? State its significance and explain the criteria to be used for measurement of performance.
 9. What do you mean by wage and salary administration ? Discuss the essentials of a sound wage & salary structure.
-