

Roll No. 

--	--	--	--	--	--	--	--	--	--

Total No. of Pages : 2

Total No. of Questions : 07

BBA (Sem.-2)

**HUMAN RESOURCE MANAGEMENT**

Subject Code : BB-204

Paper ID : [C0210]

Time : 3 Hrs.

Max. Marks : 60

**INSTRUCTION TO CANDIDATES :**

1. **SECTION-A** is **COMPULSORY** consisting of **TEN** questions carrying **TWO** marks each.
2. **SECTION-B** contains **SIX** questions carrying **TEN** marks each and students has to attempt any **FOUR** questions.

**SECTION-A**

1. Write briefly :

- i) Differentiate between Job Enrichment and Job Enlargement.
- ii) State the importance of testing in the Selection process.
- iii) Differentiate between application blank and weighted application blank.
- iv) Write a short note on different types of Promotion Policy.
- v) Write a note on coaching as a method of Employee Training.
- vi) What do you mean by BARS?
- vii) Define the terms : Minimum Wage, Living Wage and Fair Wage.
- viii) Differentiate between Financial and Nonfinancial Incentive Schemes.
- ix) Define the term Empowerment.
- x) Mention some of the barriers to effective Employee Participation.

### SECTION-B

2. Discuss the importance and various functions of Human Resource Management.
3. What are the different methods of collecting job analysis information and what are the advantages and disadvantages of each technique?
4. Define Recruitment. Discuss the various internal and external sources of recruitment.
5. Discuss briefly the various on-the-job and off-the-job training and development methods.
6. Discuss the steps involved in the Performance Appraisal process.
7. What are the barriers to Effective Empowerment? What actions can be taken by management to make empowerment effective?