

Exam. Code : 105403

Subject Code: 1406

Bachelor in Business Administration (BBA) 3rd Semester

**FUNDAMENTALS OF HUMAN RESOURCE
MANAGEMENT**

Paper—BBA-304

Time Allowed—3 Hours]

[Maximum Marks—50

Note :— In Section A Question Number 1 is compulsory.
In Section B and Section C attempt any **TWO**
questions out of **FOUR** in each section.

SECTION—A

1. Attempt any **TEN** questions. Each question carries
1 mark :

- (i) What status does Human Resource Management hold in an organisation ?
- (ii) Define Human Resource Planning.
- (iii) Write the objectives of job analysis.
- (iv) What are the internal sources of recruitment ?
- (v) What is the need for employee retention ?
- (vi) Differentiate between training and development.
- (vii) What is employee turnover ?
- (viii) Define performance appraisal.

(ix) What are the components of wage ?

(x) Write various types of incentives.

(xi) Define Grievance.

(xii) What do you understand by job evaluation ?

SECTION—B

Note :— Answer **TWO** questions from this section. Each
question carries **10** marks.

2. Discuss the evolution of Human Resource Management and also explain the changing trends in this area.
3. Discuss the methods of collecting job analysis data.
4. Explain the process of employee selection and discuss the problems associated with the selection of employees.
5. Discuss the employee retention strategies.

SECTION—C

Note :— Answer **TWO** questions from this section. Each
question carries **10** marks.

6. As a manager how would you design and implement a training programme ? Explain.
7. Explain the essentials of an effective training programme.
8. Explain the statutory measures for safety of industrial workers in India.
9. Explain Point Rating and Factor Comparison methods of job evaluation.