

Roll No.

57532

**BBA 4th Semester (N. S.) 2014-17
Examination – July, 2022**

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 : Attempt *compulsory* Question No. 1 from Section-A and *four* questions from Section-B (*one* question from each Unit). All questions carry equal marks.

SECTION – A

1. Briefly explain the following :

- (a) Differentiate BPO and KPO
- (b) Strategic HRM
- (c) Job Specification

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- (d) Differentiate Recruitment and Selection
- (e) Right Sizing
- (f) Employee Retention
- (g) Management Games
- (h) Piece Wage System

SECTION - B

UNIT - I

2. Human Resource Management plays a vital role in the whole system of management of an industrial organization. Explain.
3. (a) Discuss the important characteristics of HR Policy.
- (b) Detailed note on Qualities and Qualifications of HR Manager.

UNIT – II

4. Explain the concept of Job Analysis. Briefly explain the content of Job Description and Job Specification.
5. What do you mean by Recruitment ? How is it different from selection ? Explain the sources of Recruitment.

UNIT – III

6. What do you mean by Training ? Discuss various methods used in the training of employees of an industrial concern.
7. What do you understand by Career Management ? Discuss in brief, the elements of a successful career management programme.

UNIT – IV

8. "Performance Appraisal is not merely for appraisal but is for accomplishment and improvement of performance." Discuss.
9. What do you understand by wage and salary administration ? State its objectives and basic principles that any wage plan must follow.
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