

Roll No.

57532

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

Examination – May, 2019

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 contains eight short answer type questions of two marks each. All the questions are **compulsory**. **Section – B** attempt **four** questions in all, selecting **one** question from each Unit. All questions carry equal marks.

SECTION – A

1. Write short notes on the following :

- (a) BPO
- (b) Operational Functions of HRM
- (c) Placement

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- (d) Employment Office
- (e) In basket method
- (f) Demotion
- (g) Hygiene
- (h) HRA

SECTION - B

UNIT - I

2. Explain the concept of HRM. Discuss the nature and scope of HRM in detail.
3. What is an HR policy ? What are the features of an effective HR policy ? Discuss the importance of HR policy .

UNIT - II

4. What do you mean by job analysis ? Discuss its process and importance in detail.
5. Define recruitment. What are the methods and advantages of internal recruitment ?

UNIT - III

6. Define training need assessment. Discuss the various methods and significance of training needs assessment.

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7. Write notes on :

- (a) Employee retention
- (b) Succession planning

UNIT - IV

8. Explain the concept of performance. Discuss the methods of performance appraisal.
9. Define benefits. What are its features, types and advantages ?

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