

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

- (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. <https://www.mdustudy.com>
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.