

Roll No. ....

**57532**

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

**Examination – July, 2021**

**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 is *compulsory*. Attempt *four* questions from Section – B, selecting *one* question from each Unit.

**SECTION – A**

**1.** Explain the following in brief :

(a) Concept of KPO

(b) Operative functions of HRM

- (c) Meaning of Induction
- (d) Qualities of HR Manager
- (e) Job enrichment
- (f) Differentiate Training and Education
- (g) 360° appraisal
- (h) Balance score card

**SECTION – B**

**UNIT – I**

- 2. "Human Resource Management is an advancement over traditional personnel management". Comment.
- 3. "Human Resource Policies serve as guide posts to human resource decisions". Explain.

**UNIT – II**

- 4. Explain the following :
  - (a) Job Specification
  - (b) Job Design
- 5. What do you understand by selection ? How is it different from recruitment ? Explain in brief the steps involved in selection process.

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**UNIT – III**

- 6. Examine the need of Executive Development. Explain any *three* methods of Executive Development.
- 7. What do you mean by Employee Retention ? Discuss the need and importance of Employee Retention.

**UNIT – IV**

- 8. What is Performance Appraisal ? State its significance and explain the criteria to be used for measurement of performance.
- 9. What do you mean by wage and salary administration ? Discuss the essentials of a sound wage & salary structure.

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