

Roll No.

Total No. of Pages : 02

Total No. of Questions : 07

BBA (2009 to 2011 Batch) (Sem.-2)
HUMAN RESOURCE MANAGEMENT
Subject Code : BB-204
Paper ID : [C0210]

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTION TO CANDIDATES :

1. **SECTION-A is COMPULSORY** consisting of **TEN** questions carrying **TWO** marks each.
2. **SECTION-B** contains **SIX** questions carrying **TEN** marks each and a student has to attempt any **FOUR** questions.

SECTION-A

1. Answer briefly :

- a. Human Resource Management and Personnel Management.
- b. Define Job Rotation.
- c. What is Placement?
- d. Define Career Planning.
- e. Define Group Incentive Plans.
- f. What is Transfer Policy?
- g. Discuss 360 Degree Performance Appraisal.
- h. Distinguish between Work Groups and Work Teams.
- i. Discuss Training and Development.
- j. Discuss Selection Interview.

SECTION-B

2. What do you mean by Human Resource Management? Describe the nature and scope of Human Resource Management.
3. What is Job Analysis? Discuss its importance. What steps are innovated in the preparation of Job Analysis?
4. Discuss the various sources of recruitment along with their advantages and disadvantages.
5. Discuss the various methods of Training.
6. What is Performance Appraisal? Describe its objectives. Discuss the Performance Appraisal Process.
7. Explain Worker's participation in management. Discuss its Objectives. Also discuss various forms of participation.