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Total No. of Pages : 02

Total No. of Questions : 09

BBA (2013 to 2017)/BRDM/B.SIM (2014 &amp; Onwards) (Sem.-3)

**HUMAN RESOURCE MANAGEMENT**

Subject Code : BBA-301

Paper ID : [C1164]

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** consists of **FOUR** Sub-sections : Units-I, II, III & IV.
3. Each Sub-section contains **TWO** questions, carrying **TEN** marks each.
4. Student has to attempt any **ONE** question from each Sub-section.

**SECTION-A****Q1. Answer briefly :**

- a. Discuss the importance of Human Resource management.
- b. What are the benefits of job analysis?
- c. Define the types of Transfer Policy.
- d. Discuss the techniques of Job Design.
- e. Discuss the methods of wage payment.
- f. What is Human Resource development?
- g. What is Induction Process?
- h. What is Job Enrichment?
- i. Describe the significance of induction.
- j. Discuss the importance of performance Appraisal.

## **SECTION-B**

### **UNIT-I**

Q2. What do you understand by human resource management? Discuss the role and importance of HRM.

Q3. What are the issues and challenges in HRM?

### **UNIT-II**

Q4. Outline the various steps involved in job analysis.

Q5. Discuss :

- a. Job Rotation
- b. Job Enlargement

### **UNIT-III**

Q6. Explain the difference between recruitment techniques.

Q7. Write a short note on the following :

- a. Placement Process
- b. Promotion

### **UNIT-IV**

Q8. Briefly discuss various methods of Performance Appraisals.

Q9. Discuss the various techniques of training.