

**Bachelor of Business Administration  
Annual Examinations – 2006**

**Paper BBAD – 303  
Human Resource Management**

Time allowed: Three hours

Maximum Marks: 100

**SECTION – I**

Marks

Q1. Fill in the blanks

1X20=20

Attempt all questions. All questions carry equal marks.

- (i) \_\_\_\_\_ is the systematic research based study of the nature & operation of a specific job.
- (ii) \_\_\_\_\_ tells about the attribute referring to education, training, skills, aptitude and experience required to perform the job.
- (iii) According to E. Mc Farlar, \_\_\_\_\_ is the process of attracting the potential employees to the company.
- (iv) Mental age / Actual age X 100 is a formula for calculation of \_\_\_\_\_.
- (v) \_\_\_\_\_ is evaluation or measurement of performance against some defined jobs.
- (vi) \_\_\_\_\_ is a process by which a new employee is fully rehabilitated to the new environment.
- (vii) 'Basket Exercise' is also called as \_\_\_\_\_.
- (viii) The four methods of job evaluation are \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.
- (ix) Mentoring can be divided into two types \_\_\_\_\_ and \_\_\_\_\_.
- (x) Workers agitation in industry can normally take two forms \_\_\_\_\_ and \_\_\_\_\_.
- (xi) \_\_\_\_\_ may be defined as various stages or sequence of job a person holds ever a life time.
- (xii) \_\_\_\_\_ and \_\_\_\_\_ are two sources of recruitment.
- (xiii) In \_\_\_\_\_ method trainees act out a given corporate role as they would in a stage play.
- (xiv) Two main systems of wage payment are time rated \_\_\_\_\_.

**SECTION – II**

Q1. Write short notes on *any four*:

5X4=20

- a) Training through Internet
- b) Job Analysis
- c) MBO – Appraisal System
- d) Mentoring
- e) Strike

Q2. Differentiate between *any two*:

5X2=10

- a) Recruitment & selection
- b) Training & Development
- c) Job Description & Job Specification

### SECTION – III

*Answer any five questions*

5X10=50

Q1. What is meant by Human Resource Management? Discuss the importance and functions of Human Resource Management in an organisation.

Q2. What type of information does job analysis provide? Discuss how to conduct job analysis.

Q3. Why do we need to appraise the performance of an employee? Discuss any five methods of performance appraisal.

Q4. Describe briefly the various steps that are involved in selecting human resources in an organisation.

Q5. How do we assess the training needs of an employee? What are the various training methods available for managers?

Q6. What do you mean by incentive payment? Write in detail about the advantages and disadvantages of the incentive system.

Q7. What is succession planning? Discuss the various steps involved in succession Planning

Q8. Differentiate between gherao and strike. What are the causes of strike in industry?