

BBA (H) Semester IV Examinations, 2022
Subject: Human Resource Management
Paper: BBA-4.2

Time-4 Hours

Full Marks: 80

The figures in the margin indicate full marks.

Candidates are required to give their answers in their own words as far as practicable

Answer Q. 1 and any five from the rest.

1. Answer any ten questions: 2×10=20
 - (a) State any two qualities of an HR Manager.
 - (b) Define the term 'Human Resource Management'.
 - (c) What is human resource planning?
 - (d) What do you understand by orientation of new employees?
 - (e) What is management development?
 - (f) What is potential appraisal?
 - (g) What do you understand by industrial relations?
 - (h) What is industrial dispute?
 - (i) What is human resource development (HRD)?
 - (j) Define off-the-job training.
 - (k) State the significance of performance appraisal.
 - (l) What is job evaluation?
 - (m) What do you understand by workers' participation in management?
 - (n) What is strike?
 - (o) What do you understand by 'Dearness Allowance (D.A.)'?
2. State and discuss the steps in human resource planning. 12
3. Elucidate the major activities in a systematic training programme. 12
4. Discuss the merits and demerits of *any four* external sources of recruitment. 12
5. State and explain the factors affecting compensation administration. 12
6. Distinguish between performance appraisal and potential appraisal. Discuss *any two* contemporary methods of performance appraisal. 4+8=12
7. State the objectives of workers' participation in management. Briefly discuss any four forms of workers' participation in management prevalent in India. 4+8=12
8. What do you understand by HRD mechanisms? State and discuss *any four* important HRD mechanisms. 2+10=12
9. Provide an overview of different fringe benefits available to employees in an organization. 12
10. Elucidate the steps involved in the hiring process of employees. 12
