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Total No. of Questions: 09

Total No. of Pages: 02

**BBA/Bachelor in Service Industry Management (SIM) /BRDM (Sem. 3)**

**HUMAN RESOURCE MANAGEMENT**

**Subject Code: BBA-301**

**Paper ID: C1164**

**Time: 3 Hrs.**

**Max. Marks: 60**

**INSTRUCTIONS TO CANDIDATES:**

1. Section A is **COMPULSORY** consisting of **TEN** questions carrying **TWO** marks each.
2. Attempt any **ONE** question from each **UNIT** carrying **TEN** marks in Section B.

**SECTION A**

1. **Answer briefly:**

- a) Globalization
- b) Human Resource Development
- c) Job enrichment
- d) Job specification
- e) Induction
- f) Training
- g) Job rotation
- h) Performance Appraisal
- i) Placement
- j) Incentives

**SECTION B**

**UNIT I**

2. Explain the nature and significance of human resource management.
3. Describe the latest trends in human resource management.

**UNIT II**

4. What are the methods of collecting job related data?
5. Write a note on the following:
  - (a) Job enlargement
  - (b) Job design

### **UNIT III**

6. Explain the process of selection in detail.
7. What is the difference between merit based and seniority based promotion? According to you, which one is better and why?

### **UNIT IV**

8. Discuss the modern methods of performance appraisal.
9. Write a note on the following:
  - (a) Career planning
  - (b) Wage and Salary Administration