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Total No. of Pages : 02

Total No. of Questions : 09

BBA (2012 & Onwards Batches)/BRDM / (Bachelor in services industry management)(SIM) (2014 & Onwards Batches) (Sem. – 3)

HUMAN RESOURCE MANAGEMENT

M Code: 70622

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. Section B has **FOUR** subsections: **UNIT I, II, III, IV.**
3. Each Subsection contains **TWO** questions each carrying **TEN** marks each.
4. Attempt any **ONE** question from each subsection.

SECTION A

1. Answer briefly:
 - a) Functional objective of HRM
 - b) Political-Legal factors
 - c) Globalization
 - d) Job description
 - e) Promotion
 - f) Induction
 - g) Job rotation
 - h) Critical incidents
 - i) Former employees
 - j) Preliminary interview

SECTION B

UNIT I

2. What are the important functions of HRM?
3. What is exit policy? What is the need for having an exit policy?

UNIT II

4. What is job analysis? What steps are involved to in the preparation of job analysis?
5. Write a note on:
 - a) Job classification
 - b) Job specification
 - c) Job design

UNIT III

6. What do you mean by recruitment? What the factors affecting recruitment?
7. Explain various steps involved in the selection of personnel.

UNIT IV

8. What do you understand by training why is it needed?
9. Explain the traditional methods of performance appraisal.