

Roll No.

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Total No. of Pages : 02

Total No. of Questions : 07

B.Com. (2013 to 2017 Batch) (Sem.-3)

HUMAN RESOURCE MANAGEMENT

Subject Code : BCOP-305

M.Code : 22017

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** contains SIX questions carrying TEN marks each and students have to attempt any FOUR questions.

SECTION-A

1. Write briefly :

- a) What is the scope of Human Resource Management ?
- b) Write the objectives of Manpower Planning.
- c) What kind of information is entailed in Job Description ?
- d) What are structured interviews ?
- e) For what purpose transfers may be required?
- f) Differentiate between Training and Development.
- g) List down the steps in career planning.
- h) Define Minimum Wage.
- i) Why job Evaluation is required?
- j) Define Grievance.

SECTION-B

2. Discuss the nature and objectives of Human Resource Management.
3. What is significance of Job Analysis? Explain the process of Job Analysis.
4. Define Recruitment. Explain the external sources of recruitment.
5. What are the steps in designing a training programme ? Explain.
6. Whose responsibility is career planning and management? Discuss.
7. Briefly explain various profit sharing incentive plans.

NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.