

(i) Printed Pages : 2

Roll No.

(ii) Questions : 14

Sub. Code :

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Exam. Code :

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Bachelor of Business Administration 4th Semester

(2054)

HUMAN RESOURCE MANAGEMENT

Paper : BBA-224

Time Allowed : Three Hours]

[Maximum Marks : 80

Note :— Attempt **FOUR** short answer type questions from Section A. Attempt **TWO** questions each from Section B and C respectively. Each question in Section A carries 5 marks and each question in Section B and C carries 15 marks.

SECTION-A

1. What do you mean by Job Rotation ?
2. Define Human Resource Audit.
3. What are the limitations of Human Resource Accounting ?
4. What is Human Resource Management ? What is the need of Human Resource Approach ?
5. What is the purpose of HR Record keeping ?
6. Differentiate between Transfer and Promotion.

SECTION-B

7. Define Personnel Management. Discuss the various functions of Personnel Management.
8. What do you understand by Selection Process ? Discuss various steps involved in it.
9. Discuss the basis of Promotion. What should be the elements in a sound promotion policy ?
10. Why is Training essential for an organisation ? Discuss various methods used in the training of employees in an industrial concern.

SECTION-C

11. What is Human Resource Audit ? Explain need, process and types of Human Resource Audit.
12. State the purpose of HR Record Keeping. Explain the essentials of a good record keeping.
13. "All executives must unavoidably be HR Managers". Explain the statement and discuss the role of HR department in an organization.
14. What do you mean by computerized HRIS ? Explain the need and objectives of HRIS.