

B.B.A.(with Credits)-Regular-Semester 2012 Sem V
BBA347 - Human Resource Management

P. Pages : 1

Time : Three Hours



GUG/W/16/2932

Max. Marks : 80

- Notes : 1. All questions are compulsory.
2. All questions carry equal marks.

1. a) Write scope of Human Resource Management. 8
b) Explain objectives of Human Resource Management. 8

OR

- c) Discuss importance of H.R.M. & write role of an H.R. Manager. 16
2. a) State various techniques of Job design. 8
b) What is Job description. Write its uses in detail. 8

OR

- c) Define Job design. Write factors affecting Job design and state purpose of Job specification. 16
3. a) State various types of Interviews. 8
b) Write barriers to effective selection. 8

OR

- c) Discuss standard process of selection with various types of tests for hiring employees. 16
4. a) State requisites of effective Induction. 8
b) Write procedure of Induction programme. 8

OR

- c) Discuss problems of Induction & write Do's & Don'ts of typical Induction programme. 16
5. Write short note :-
a) Features of H.R.M. 4
b) Components of Job specification. 4
c) Methods of selection. 4
d) Objectives of Induction programme. 4
