

Roll No.

BBA-303(N)

**B. B. A. (Third Semester)
EXAMINATION, Dec., 2013**

(New Course)

Paper Third

HUMAN RESOURCE MANAGEMENT

Time : Three Hours]

[Maximum Marks : 70

Note : Attempt any five questions. All questions carry equal marks.

1. Define HRM and explain its objectives and process.
2. Differentiate between Personnel Management and HRD. Enumerate the goals of HRD.
3. Differentiate between policy and strategy. Discuss the HR policy of any *one* organisation you are familiar with.
4. Explain 'Strategic Control' and its types. How does it differ from operational control ?
5. Differentiate between 'job description' and 'job specification'. Discuss the detailed format for writing a job description.
6. Write short notes on the following :
 - (i) Productivity
 - (ii) Ergonomics

7. Define Career Planning. Discuss the role of organisation and individual in career planning.
8. What do you mean by employee compensation ? Describe the different factors affecting wages.
9. Briefly explain the following methods of performance appraisal :
 - (i) Graphic rating scale
 - (ii) BARS
10. Write short notes on any *four* of the following :
 - (i) Sensitivity training
 - (ii) Trade Unions
 - (iii) Process of HR planning
 - (iv) e-Recruitment
 - (v) Do's and don'ts for interviewee