

Roll No. ....

**BBA-401**

**B. B. A. (Fourth Semester)  
EXAMINATION, May, 2012**

Paper First

**HUMAN RESOURCES IN BUSINESS**

*Time : Three Hours ]*

*[ Maximum Marks : 75*

**Note : Attempt all questions. All questions carry equal marks.**

1. Explain the meaning and subject-matter of Human Resource Management. How is HRM different from Personnel Management.

*Or*

Describe manpower policy and planning. Explain its process in a new organisation as well as in a running organisation.

2. Define and differentiate between recruitment and selection. Identify various steps usually followed by the organisation to complete the process of recruitment and selection.

*Or*

What do you mean by wage and salary administration ?  
What are the various methods of giving wage incentives to workers.

3. What is performance appraisal and what are its methods ?

**P. T. O.**

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Or

Explain the following terms in brief :

- (a) Training
  - (b) Development
  - (c) Promotions
  - (d) Transfers
  - (e) Separations
4. Write a self-explanatory note on participative management. What is the concept of industrial democracy.

Or

Write notes on the following :

- (a) Morale
  - (b) Motivation
5. Why is Trade Union and employer's association necessary in organisation ? Explain their positive and negative roles in the growth of organisation.

Or

Describe the following :

- (a) Preventive and Resolution of Industrial Disputes
- (b) Trade Union Movement in India