

Faculty of Business Management**BBA III-Year, CBCS-V Semester Regular Examinations, Dec/Jan 2019-20****PAPER: BASICS OF HUMAN RESOURCE MANAGEMENT**

Time: 3 Hours

Max Marks: 80

Section-A

- I. Answer any FIVE of the following questions (5x4=20 Marks)
1. Define HRM and its objectives
 2. What are the benefits of human resource planning?
 3. What is Employee training? And Write down its objectives
 4. What do you mean by the term 'Grievance'? And explain the characteristics of grievances
 5. Describe the employee Retention strategies in brief
 6. Write a short note on Job specification
 7. Describe the role of HR managers in the organization
 8. Briefly explain the Redressal procedure

Section-B

- II. Answer the following questions (5x12=60 Marks)
9. (a) Describe the nature and scope for HR function in an organization.
(OR)
(b) Identify and discuss the managerial and operative functions of HR management.
10. (a) What is Recruitment? Explain the process of recruitment. What are the factors that affect recruitment?
OR
(b) Explain different steps in the job analysis process and its uses. What are the characteristics of Job description?
11. (a) What is Selection? What are the steps involved in selection procedure and explain its selection process.
(OR)
(b) Define the concept of interview and mention various methods of conducting interviews?
12. (a) "Performance appraisal is not merely for appraisal but is for accomplishment and improvement of performance". Discuss
(OR)
(b) Define the term Discipline. Write down the different aspects of discipline. And also the essentials of good disciplinary system
13. (a) What is diversity of employees at workplace? Explain the consequences of the diversity.
(OR)
(b) What are the types of Stress? Explain the causes and consequences of work stress in detail?
