

Roll No.

Total No. of Questions : 07]

[Total No. of Pages : 02

BBA (Sem. - 2nd)
HUMAN RESOURCE MANAGEMENT

SUBJECT CODE : BB - 204

Paper ID : [C0210]

[Note : Please fill subject code and paper ID on OMR]

Time : 03 Hours

Maximum Marks : 60

Instruction to Candidates:

- 1) Section - A is **Compulsory**.
- 2) Attempt any **Four** questions from Section - B.

Section - A

Q1)**(10 × 2 = 20)**

- a) Manpower Planning.
- b) Job Design.
- c) Job Enlargement.
- d) Centralized Recruitment.
- e) Job Simplification.
- f) Job Interview.
- g) Induction.
- h) Demotion.
- i) Human Resource Development.
- j) Career Planning.

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Section - B**(4 × 10 = 40)**

- Q2)** Define Human Resource Management. Why it is essential for an organization? Explain.
- Q3)** What is Job Analysis? What steps are involved in the preparation of job Analysis?
- Q4)** What is Job Description? How it is prepared?
- Q5)** Define Recruitment. Discuss various sources of Recruitment in detail.
- Q6)** What do you understand by selection process? Discuss various steps involved in it.
- Q7)** Explain the role and importance of Performance Appraisal in Human Resource Management.

