

S.No. : 229

BBA 3301

No. of Printed Pages : 04

Following Paper ID and Roll No. to be filled in your Answer Book.

PAPER ID : 37113

Roll
No.

1	2	2	0	6	7	5	1	1	1
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BBA Examination 2023-24

(Odd Semester)

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

Time : Three Hours]

[Maximum Marks : 60

Note :- Attempt all questions.

SECTION - A

1. Attempt all parts of the following : 8×1=8

- (a) What is the use of task analysis?
- (b) Define Human Resource Development (HRD).
- (c) What is lateral transfer?
- (d) What is the purpose of job analysis?
- (e) What is vestibule training? Give example.

[P. T. O.]

- (f) How is the method 'multiple management' helpful in developing a person in the organisation?
- (g) What is the '360° method' of performance appraisal?
- (h) Name any two social security measures used by organisations today.

SECTION – B

2. Attempt any two parts of the following : $2 \times 6 = 12$

- (a) What is task analysis? Explain the steps involved in carrying out task analysis in an organisation.
- (b) Explain the selection process in detail.
- (c) Explain how and what any four training and development techniques can be used by a professor to teach his or her HR course?
- (d) Discuss in detail the objectives of wage and salary administration.

SECTION – C

Note :- Attempt all questions. Attempt any two parts from each question. $5 \times 8 = 40$

3. (a) Explain the process of manpower planning with the help of a diagram.
- (b) What is the role of line manager in HRD? Explain.
- (c) Bringout the difference among HR policies, programs and procedures.
4. (a) What is recruitment? Discuss the factors affecting recruitment function.
- (b) Discuss the different types of orientation programs. How can you make the program more effective?
- (c) Define promotion. Discuss the merits and demerits of using seniority as a basis of promotion in organisations.
5. (a) Write short notes on the following :
 - (i) Role playing
 - (ii) Sensitivity training
- (b) With the help of diagram, describe the transactional analysis theory.
- (c) Define career planning. Discuss few career development methods used by organisations.

[P. T. O.]

6. (a) What is the role of job evaluation? Explain the classification method in job evaluation.
- (b) Discuss the several methods used for collecting job analysis data.
- (c) Briefly explain the different types of welfare measures used by employers to motivate their employees.
