

**Exam. Code : 105403**

**Subject Code : 1468**

**BBA Semester—III**

**BBA-304 : FUNDAMENTALS OF  
HUMAN RESOURCE MANAGEMENT**

Time Allowed—3 Hours]

[Maximum Marks—50

**Note :—** Question paper is divided into **three** Sections A, B and C.

- (i) **Section A** consists of **12** short answer type questions. Attempt any **10** questions from Section A. Answer each question in up to **5** lines. Each question carries **1** mark. Total weightage of the Section is **10** marks.
- (ii) **Section B** consists of **4** essay type questions. Attempt any **2** questions from Section B. Answer to each question should be up to **5** pages in length. Each question carries **10** marks. Total weightage of the Section is **20** marks.
- (iii) **Section C** consists of **4** essay type questions. Attempt any **2** questions from Section C. Answer to each question should be up to **5** pages in length. Each question carries **10** marks. Total weightage of the Section is **20** marks.

## SECTION—A

1. (a) What is nature of HRM ?
- (b) What kind of competencies are required in Human Resource Manager ?
- (c) What is the significance of human resource planning ?
- (d) Define recruitment.
- (e) Differentiate between job description and job specification.
- (f) What are the uses of job analysis data ?
- (g) What is Employee turnover ?
- (h) Define job evaluation.
- (i) What is the purpose of performance appraisal ?
- (j) Write the objectives of employee remuneration.
- (k) What is a grievance ?
- (l) Give two examples of fringe benefits.

## SECTION—B

2. Discuss the nature and functions of human resource management.
3. Discuss various factors affecting human resource planning.
4. Discuss the internal and external sources of recruitment.
5. Discuss the factors responsible for high employee turnover.



### SECTION—C

6. Discuss various off the job methods of employee training.
7. Define performance appraisal. Discuss the essentials of effective performance appraisal system.
8. What are the components of employee remuneration ?  
Which factors influence employee compensation ?
9. Discuss any two methods of job evaluation.