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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

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.

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(f) How is the method 'multiple management' helpful in developing a person in the organisation?

(g) What is the '360^0 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 : 2×6=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. 5×8=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.

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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.

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