

2020**B.B.A.****[HONOURS]****(Human Resource Management)****Paper : BBA-2.3**

Full Marks : 80

Time : 4 Hours

*The figures in the right-hand margin indicate marks.**Candidates are required to give their answers in their own words as far as practicable.*Answer **Q.No.1** and any **five** from the rest.

1. Answer any **ten** questions: $2 \times 10 = 20$
- Define Human Resource Planning.
 - State any two differences between human resource management and personnel management.
 - State two important qualities of a human resource manager.
 - Define induction.
 - What is organisational development?
 - What do you mean by performance appraisal?
 - Define industrial relations.

[Turn over]

- What do you mean by HRD?
 - Mention any two causes of grievances.
 - What do you mean by collective bargaining?
 - What is career planning?
 - What is 'job rotation'?
 - What do you mean by positive discipline?
 - What is 'Training'?
 - What is succession planning?
2. Mention the steps in human resource planning process. 12
3. Explain the various 'off-the-job' training methods used in organisations for training of its employees. 12
4. a) Define the terms 'Minimum Wage' and 'Living Wage'.
 b) What do you understand by profit-sharing? What are its merits and demerits? 2+2+2+6=12
5. a) What is industrial dispute?
 b) Explain the machinery of Industrial Dispute Act. 2+10=12
6. a) Explain the various forms of workers participation in management.

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- b) What are the benefits of industrial relation to workers and management? 6+6=12
7. a) As a student of BBA do you think training need analysis is a necessity before a training programme is designed? Explain with reasons.
- b) Discuss in brief the objectives of management development. 6+6
8. Write short notes on any **two** of the following:
6×2=12
- a) Delphi Technique
- b) Fringe Benefits
- c) Goals of HRD
- d) Selection Process
9. What do you mean by selection? What are the different techniques of selection followed by a HR manager, while employing the personnel in an organisation? 12
10. Explain the objectives of workers' participation in management. What are the essential conditions needs for the success of workers' participation in management? 6+6