

SARDAR PATEL UNIVERSITY
BBA (Gen.) (III Sem.) Examination
Thursday, 29 November 2012
2.30 - 4.30 pm

UM03CBBA03 - Human Resource Management I

Total Marks: 60

Note: Figures to the right indicate full marks of the question.

Q.1 Define the term 'Human Resource Management'. Explain the role of HR Manager in an ideal business organisation. State recent trends of HRM. [15]

OR

Q.1 What is Human Resource Planning? Explain the importance of Job Analysis, Job Description and Job Specification. [15]

Q.2 Give the difference between 'Recruitment' and 'Selection'. Discuss the source of recruitment. [15]

OR

Q.2 What is Employee Training? Discuss Off-The-Job Training Techniques. [15]

Q.3

(a) What is 'Promotion'? How do you compare 'Merit' as a basis of promotion with that of seniority? [08]

(b) Write note on : Transfer [07]

OR

Q.3 Write notes on :

(A) Demotion [08]

(B) Absenteeism [07]

Q.4 Clarify the concept 'Compensation'. Explain factors affecting Compensation. Distinguish between Minimum Wage, Fair Wage and Living Wage. [15]

OR

Q.4 "Performance Appraisal is not merely for appraisal but is for accomplishment and improvement of performance." Discuss with reference to the methods of Performance Appraisal. [15]

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