



RD – 04

B.C.A. (Semester – V) Examination, October 2016
NON-COMPUTER SCIENCE (NCS) (Elective – I)
Human Resource Management

Duration : 2 Hours

Total Marks : 50

Instructions : 1) **All** questions are **compulsory**, however **internal** choice is provided from Q. 2 to Q. 5.
2) Figures to the **right** indicate **full** marks.

1. Explain in brief : (2×5=10)
 - i) Human Resource Planning
 - ii) Job Description
 - iii) Induction training
 - iv) MBO
 - v) Time tabling.
2. A) What do you understand by human resource planning ? Explain the main objectives of human resource planning. 5
B) "Recruitment is a series of activities rather than a single act". With respect to this statement explain the process of recruitment. 5

OR

X) "Human resource planning is a pre-requisite for effective management of human resources." In the light of this statement, explain the significance of human resource planning. 5
Y) Define recruitment. Explain the internal sources of recruitment. 5
3. A) Define selection. Explain the selection process followed by business organisation. 5
B) Bring out the differences between job enlargement and job enrichment. 5

OR

X) Define interview. Explain the various objectives of interviews. 5
Y) What is selection ? Explain any three types of selection tests. 5



4. A) What is training ? Explain the different types of training programmes. 5

B) Define performance appraisal. Explain any three Traditional methods of performance appraisal. 5

OR

X) Define training. Explain various methods of training employees. 5

Y) Explain the process of performance appraisal. 5

5. A) Explain POSEC method in time management. 5

B) Define career planning. Explain any four needs for career planning. 5

OR

X) Explain the steps in the counseling process. 5

Y) Explain Pareto analysis. 5

5

5

5

5

5

5

5

5