B.C.A. (Semester – V) Examination, October 2018
NON-COMPUTER SCIENCE (NCS) (Elective – I)
Human Resource Management

Duration : 2 Hours   Max. 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. Answer in brief :   **(5×2=10)**

    a) Job Description.

    b) Induction Training.

    c) MBO.

    d) Pareto 80/20.

    e) Counselling.

2. Answer the following :   **(2×5=10)**

    A) Discuss the scope on Human Resource Planning in an organisation.

    B) Explain in detail the disadvantage of Internal Sources of Recruitment.

            OR

    X) Elaborate in detail the objectives of Human Resource Planning in an organisation.

    Y) Explain any five external sources of Recruitment in detail.

3. Answer the following :

    A) Explain the process of selection of employees in an organisation.   **10**

            OR

    X) State and explain the importance of interviews in the selection process.   **5**

    Y) Bring out the advantages of Job analysis in an organisation.   **5**

4. Answer the following : (2×5=10)

   A) What is Performance Appraisal ? Explain any three Traditional Methods.

   B) Explain the advantages and disadvantages of On the Job Training.

   OR

   X) Explain any five criteria's for effective business presentation.

   Y) Explain any four methods of training workers.

5. Answer the following : (2×5=10)

   A) What is Career Planning ? Discuss the stages in the career development cycle of an individual.

   B) Explain the various steps in counselling.

   OR

   X) Briefly explain the techniques of Time Management.

   Y) What is Career Planning ? Discuss the need for Career Planning.

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