



MD – 02

**B.C.A. (Semester – V) (Revised) Examination, April 2015**  
**NON COMPUTER SCIENCE (Elective – I)**  
**Human Resource Management**

Duration : 2 Hours

Total Marks : 50

- Instructions :** 1) *All questions are compulsory.*  
2) *Figures to the right indicate full marks.*  
3) *From Q. 2 and Q. 5 attempt either (A and B) or (X and Y).*

1. Answer the following in **one** or **two** statements. (2×5=10)
- A) What is Pareto's 80/20 principle ?
  - B) What is Counselling ?
  - C) What is Job enrichment ?
  - D) What do you mean by Human Resource ?
  - E) What is an Interview ?
2. Answer the following. (5×2=10)
- A) Discuss the process of recruitment in an organisation.
  - B) State and explain the objectives of Human Resource Planning.
- OR
- X) Selection of the right person for the right job in an organisation is an important function. Explain.
  - Y) Discuss the process of Human Resource Planning.
3. Answer the following. (5×2=10)
- A) Explain any five methods of training managers.
  - B) Write a short note on interpersonal skills.
- OR
- X) Discuss the traditional methods of performance appraisal.
  - Y) Explain the techniques of time management.

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4. Answer the following.

(5×2=10)

- A) Explain the objectives of counselling.
- B) Discuss some of the career opportunities available for Bachelor of Computer application students.

OR

- X) Write a short note on career planning.
- Y) Explain the various types of counselling.

5. Answer the following.

(5×2=10)

- A) Discuss the various types of interviews.
- B) Training of employees is an important function. Explain.

OR

- X) Explain the components of Job analysis.
- Y) Discuss the process of performance appraisal.

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