



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.