



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

Duration : 2 Hours

Max. Marks : 50

**Instruction :** All questions are **compulsory**, however **internal choice** is provided from Q. 2 to Q. 5.

1. Answer in brief : (5×2=10)
- i) Job analysis
  - ii) Job specification
  - iii) Reference checks
  - iv) Job rotation
  - v) Counselling.
2. A) What are the objectives of recruitment ? 5
- B) Explain the different internal sources of recruitment. 5
- OR
- X) Which are the different types of interviews ? 5
- Y) Which are the common problems faced at an interview ? 5
3. A) List the advantages of job enrichment. 5
- B) What are the advantages of job enlargement ? 5
- OR
- X) Explain 'on the job' training for employees. 5
- Y) What are the causes for performance appraisal to fail ? 5





4. A) List out five methods of performance appraisal. 5

B) Explain any 5 methods of 'off the job' training. 5

OR

X) What are the objectives of training ? 5

Y) What are the objectives of counselling ? 5

5. A) Write about the seven stages in counselling. 5

B) Explain different types of counselling. 5

OR

X) Which are the stages a person goes through in a career life cycle ? 5

Y) Explain what you understand by Pareto analysis. 5

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