JD – 04

B.C.A. (Semester – V) Examination, October 2017
NON-COMPUTER SCIENCE (NCS) (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.*

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

    a) Job Enlargement.

    b) Induction Training.

    c) BARS.

    d) Pareto's 80/20 principle.

    e) Counselling.

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

    A) Explain the need of Human Resource Planning in an organisation.

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

                                      OR
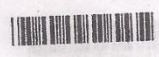
    X) Elaborate in detail any five sources of Recruitment that an organisation
       follows.

    Y) What do you understand by Human Resource Planning ? Elaborate on its
       objectives.

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

    A) Explain the selection procedure followed by a business organisation.

    B) Explain in detail the components of Job analysis.

                                      OR

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    X) Define selection and briefly explain any three selection test.

    Y) "Good interviewing is an art as well as a science". Explain.

                                                            (2×5=10)

4. Answer the following :

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

    B) What is Training ? Explain the different types of training programmes.

                               OR

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

    Y) Explain any four on-the job methods of training managers.

                                                            (2×5=10)

5. Answer the following :

    A) Explain the various stages of an individual's career.

    B) Define Career Planning. Explain briefly the need for Career Planning.

                               OR

    X) Define Counselling. Briefly explain any four objectives of Counselling.

    Y) Explain the various steps in Counselling.

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