



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

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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.