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BCA Semester - V
EXAMINATION OCTOBER 2019
Non Computer Science Elective - I : Human Resource Management

[Duration : Two Hours]

[Max. Marks: 50]

Instructions:-

- i. All questions are compulsory.
- ii. Draw diagrams wherever applicable.
- iii. All figures to the right indicate full marks.

- Q.1 **A. Define each of the following:** (5x1=05)
- i. HR Policy
 - ii. Recruitment
 - iii. Job Enlargement
 - iv. Job Rotation
 - v. Employee Selection
- B. State whether each of the following statements are TRUE or FALSE:** (5x1=05)
- i. Employee welfare is one of the responsibility of the HR manager.
 - ii. The Management by Objectives system involves both management and the employees.
 - iii. Counselling is required only for operational level employees.
 - iv. Recalling is a process of reengaging an employee who has proceeded on long leave for solving an urgent problem.
 - v. Ratio Trend analysis is a method used for employee performance appraisal.
- Q.2 **A.** What is human resource planning? Explain the process of human resource planning. (10)
- OR
- X.** State the importance of interview in the human resource selection. What are the different type of interviews? (10)
- Q.3 **A.** Explain the different types of methods used for training managers. (10)
- OR
- X.** Compare and contrast traditional and modern methods of performance appraisal. (10)
- Q.4 **A.** What is time management? Explain the Techniques of Time Management. (10)
- OR
- X.** Explain the Pareto's 80/20 Principle with examples. (10)
- Q.5 **A.** What is career? Explain the career development life cycle. (10)
- OR
- X.** What is counseling? Explain the steps in counseling? (10)