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Azara, Hatkhowapara
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BBA 181303

Roll No. of candidate

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8/21 2021

BINA CHOWDHURY CENTRAL LIBRARY
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B.B.A. 3rd Semester End-Term Examination

Business Administration

HUMAN RESOURCE MANAGEMENT

(New Regulation)

Full Marks - 70

Time - Three hours

The figures in the margin indicate full marks for the questions.

Answer Question No.1 and any *four* from the rest.

(10 × 1 = 10)

1. Fill in the blanks.

- (i) Good HR practices helps in attracting and retaining _____
- (ii) The _____ holds a top-ranking position at a plant or establishment and is expected to know about all areas of management.
- (iii) The scope of _____ is limited and has an inverted approach, wherein workers are viewed as tool.
- (iv) _____ is done by placing a notice in the notice board of the enterprise specifying the details of the job available.
- (v) In a _____ situation, an organization may reduce the workforce as demand for its services and products go down.
- (vi) The process of selection is basically to reject unsuitable candidates and thus it is a _____ process.
- (vii) _____ is a bye-product of motivation and group relationships in the organization.
- (viii) _____ are used to recreate environments where participants experience potential situations that could happen.
- (ix) _____ are used to recreate environments where participants experience potential situations that could happen.
- (x) _____ refers to the methods and processes used by organizations to assess the level of performance of their employees and to provide them with feedback.

[Turn over

2. (a) Elaborate the need and importance of training. (7)
(b) Discuss the merits and demerits of 360-degree feedback system. (8)
3. (a) Point out the different types of 'On-the-job Training' methods. (5)
(b) Differentiate between training and development. (5)
(c) "The essence of an MBO system lies in the establishment of common goals by managers and their subordinates acting together" – Explain this statement. (5)
4. (a) Enumerate the different ways to boost employee productivity. (7)
(b) Design a specimen of job description and job specification for the post of compensation manager (8)
5. (a) Discuss Maslow's Need Hierarchy Theory of motivation. (5)
(b) Explain the factors affecting employee morale. (5)
(c) Enlist the differences between job Rotation and Job Enlargement. (5)
6. (a) Explain the effects of economic environment on recruitment. (5)
(b) Elaborate the different external sources of recruitment. (10)
7. Write short notes on: (3 × 5 = 15)
 - (a) Growth of HRM in India
 - (b) Administrative Roles of HR Manager
 - (c) Scope of HRM