

2020

BUSINESS ADMINISTRATION — HONOURS

Paper : A301C5

(Human Resource Management)

Full Marks : 80

*The figures in the margin indicate full marks.
Candidates are required to give their answers in their own words
as far as practicable.*

Answer *any five* questions.

1. Define Human Resource Management. Discuss the functions and roles of HRM in an organisation. 4+12
2. Critically discuss the role of Human Resources in strategy formulation and gaining competitive advantage. 16
3. What is meant by Human Resource Planning? Discuss the process of Human Resource Planning. 4+12
4. (a) Outline the differences between Recruitment and Selection.
(b) Discuss the sources of Recruitment. 8+8
5. What is meant by Job Analysis? Discuss the different methods of carrying out Job Analysis. 4+12
6. Define Training. Critically discuss the different methods of training and developing employees. 4+12
7. What is meant by Performance Appraisal? Discuss the significance of having an efficient performance appraisal system at workplace. 4+12
8. Define Industrial Dispute. Discuss the causes and machineries for the settlement of Industrial Disputes. 4+12
9. Outline some of the causes of employee grievances in an organisation and the significance of having an efficient grievance redressal machinery in place. 12+4
10. Discuss the different stages of Recruitment and Selection. 16
11. Define Collective Bargaining. Discuss the pre-requisites to an effective Collective Bargaining. 4+12

Please Turn Over

12. Write short notes on **any two** of the following :

- (a) Human Resource Information System
 - (b) Career Anchors
 - (c) Factors affecting compensation
 - (d) Workforce Diversity and Worklife Balance.
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