

2025

BUSINESS ADMINISTRATION — HONOURS

Paper : BBAA-402-CC6

(Human Resource Management)

Full Marks : 75

The figures in the margin indicate full marks.

*Candidates are required to give their answers in their own words
as far as practicable.*

Group - A

1. Answer *any ten* questions :

2×10

- (a) Define Corporate Downsizing.
- (b) What is Employment Engagement?
- (c) What is meant by Workforce Diversity?
- (d) What is Job Description (JD)?
- (e) Mention Competencies needed to be an effective Human Resource Manager.
- (f) Define Human Resource Planning (HRP).
- (g) Name any two allowances paid to employee.
- (h) Define Grievance.
- (i) What do you understand by work life balance?
- (j) Mention any two strategic human resource management tools.
- (k) What is Minimum wage?
- (l) What is Code of Discipline?
- (m) Explain the term Industrial Relations (IR).
- (n) Define HRIS.
- (o) Mention two types of Social Security provided in India.

Group - B

2. Answer *any five* questions :

5×5

- (a) Define Job Analysis and mention the different types of information derived from Job Analysis.
- (b) Briefly explain any one tool used by HR manager for Employment Forecasting.
- (c) Distinguish between Career Planning and Succession Planning.

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- (d) Briefly explain the merits and demerits of E-recruitment.
- (e) What is Job Evaluation and how is it different from Performance Appraisal?
- (f) Define Sensitivity Training. Explain its merits and demerits.
- (g) What are the benefits of 360° feedback?
- (h) Distinguish between Employee Incentives and Employee Benefits, providing appropriate examples.

Group - C

Answer *any three* questions :

- 3. (a) Define Human Resource Management.
 - (b) Explain the HR management's roles and functions in an organization. 2+8
 - 4. (a) Discuss the advantages and disadvantages of Internal and External sources of Recruitment.
 - (b) Explain the steps in the Selection Process. 5+5
 - 5. (a) Define Industrial Dispute.
 - (b) Explain the machinery for the prevention and settlement of Industrial disputes. 2+8
 - 6. (a) What is Collective Bargaining?
 - (b) Explain the steps of an effective Collective Bargaining process. 3+7
 - 7. (a) What are the various types of Career Anchors?
 - (b) Explain the Career Life Stages with a suitable diagram. 5+5
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