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**SARDAR PATEL UNIVERSITY**  
**F.Y.B.B.A. (HM & TTM) II<sup>nd</sup> SEMESTER EXAMINATION (N.C.)**  
**2016**

**Wednesday, 19<sup>th</sup> October**  
**2.00 p.m. to 4.00 p.m.**

**UM02CBBH05/T05 - Human Resource Management**

**Total Marks : 60**

- Q-1** Define 'Human Resource Management.' Describe various managerial and operative functions of HRM in detail. (15)

**OR**

**Q-1**

- [A] Explain the concept of Job Analysis, Job Description and Job Specification. (08)
- [B] Discuss process of human resource planning. (07)

- Q-2** "Recruitment is a positive process while selection is a negative process". Explain this statement with reference to process of selection. (15)

**OR**

**Q-2**

- [A] Define 'Training'. Explain importance of training. (08)
- [B] Differentiate between training and development. (07)

**Q-3**

- [A] Clarify the concept of 'Promotion'. Discuss purpose of promotion. (08)
- [B] Define 'Performance Appraisal'. Explain importance and limitations of performance appraisal. (07)

**OR**

**Q-3**

- [A] Define 'Job Evaluation'. Discuss objectives of job evaluation. Also, differentiate between performance appraisal and job evaluation. (08)
- [B] Describe various causes of demotion. (07)

**Q-4** Write short notes (**ANY TWO**)

**(15)**

1. Need for Human Resource Development
2. Dual Career and Employee on Lease
3. Functions of HRD manager
4. Recent trends in HRM