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# B.COM (Sem.-3) HUMAN RESOURCE MANAGEMENT

Subject Code: BCOP-305 Paper ID: [B1128]

Time: 3 Hrs. Max. Marks: 60

## **INSTRUCTIONS TO CANDIDATES:**

- SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.
- 2. SECTION-B contains SIX questions carrying TEN marks each and students have to attempt any FOUR questions.

#### **SECTION-A**

# Q1 Explain briefly the following terms:

- a) Discuss the objectives of HRM.
- b) Define development.
- c) What is job analysis?
- d) Differentiate between Recruitment and selection.
- e) What is potential appraisal?
- f) What is the role of medical examination in selection?
- g) What is the role of employee counseling?
- h) What are fringe benefits?
- i) What is meant by performance linked compensation?
- j) Differentiate between career planning and succession planning.

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## **SECTION-B**

- Q2 Define training and explain both on the job and off the job methods of training.
- Q3 Define Job evaluation. Pen down the principles and analytical and non-analytical methods of job evaluation.
- Q4 "Selection is very important and tedious". Differentiate between recruitment and selection and explain the selection process in detail.
- Q5 What is Job analysis? Discuss the objectives, uses, process and techniques of Job analysis.
- Q6 Define compensation. Discuss the various methods of wage payment and incentive plans.
- Q7 What is meant by social security? Pen down the process and methods of handling grievances and redressal.

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