

Faculty of Business Management**BBA III-Year, CBCS-V Semester Backlog Examinations –Sep/Oct, 2020****PAPER: BASICS OF HUMAN RESOURCE MANAGEMENT**

Time: 2 Hours

Max Marks: 80

I. Answer any FIVE of the following questions (5x16=80 Marks)

1. Define HRM? Identify and discuss the functions of HRM?
2. Explain the scope of HRM? What is the role of HR executives?
3. What is Job Analysis? What steps are involved in the process of Job analysis?
4. What do you mean by Recruitment? What are the sources of Recruitment?
5. Explain the various steps involved in the process of selecting a personnel?
6. Why Training is needed? What are the various methods of Training?
7. Describe in detail the process of Performance Appraisal
8. What are the essentials of good discipline system?
9. What are the causes of Work stress? How can it be overcome?
10. What are the strategies used to retain the employees in the organization in the present scenario?
