



**SECOND YEAR EXAMINATION IN BACHELOR OF BUSINESS
ADMINISTRATION (EXTERNAL) – 2011/2012
HELD IN JUNE/ JULY - 2013**

BBA 22 – HUMAN RESOURCE MANAGEMENT

Answer any five (05) questions.

Time: Three Hours

Question No. 01

- (a) How do you differentiate the “Human Resource” among the other resources in an organization? (04 Marks)
 - (b) “Responsibility of human resource management rests with every manager in an organization”. Elaborate this statement. (02 Marks)
 - (c) What different types of authority can be delegated to the Human Resource Manager by the top management? (06 Marks)
 - (d) Why will a separate department for human resources have to be established for a business organization? (04 Marks)
 - (e) Differentiate between the job enlargement and job enrichment? (04 Marks)
- (Total 20 Marks)**

Question No. 02

- (a) “Scientific technique is an important technique for designing jobs in an organization.”
 - i) What is scientific technique? (02 Marks)
 - ii) Why is it important in designing jobs? (02 Marks)
 - iii) Using the scientific technique alone is not sufficient for an effective job designing. Explain why? (06 Marks)
 - (b) Why is Job Analysis treated as a prerequisite for Human Resource Management? (05 Marks)
 - (c) If you are a Job Analyst, what behavioural problems do you expect in the context of job analysis? What solutions do you present to deal with each problem you expect? (05 Marks)
- (Total 20 Marks)**

Question No. 03

- (a) What is a staffing table? Show a hypothetical staffing table. How does it differ from a long-term human resource plan? (05 Marks)
- (b) Assume you are supposed to develop a recruitment advertisement for a specific job. Describe distinctly how you activate in this regard. (05 Marks)
- (c) "Holding an interview efficiently (minimizing wastage of resources) and effectively (choosing the most appropriate person for the job vacancy) is an essential task for a successful selection process." How do you perform this successfully?

(10 Marks)

(Total 20 Marks)

Question No. 04

- (a) Explain the important policy issues of performance evaluation. Make your recommendations based on these policies. (02 Marks)
- (b) "Use of several criteria becomes needed in order to evaluate job performance of an employee accurately." Elaborate. (05 Marks)
- (c) Why is it necessary to train evaluators with regard to performance evaluation? Describe the training process of evaluators. (09 Marks)
- (d) "Without identifying needs, any training effort should not be done." Do you agree this comment? Explain. (04 Marks)

(Total 20 Marks)

Question No. 05

- (a) Point system is a job evaluation technique. Describe this technique distinctly. Why is it used more frequently than other techniques of job evaluation? (12 Marks)
- (b) Can occupational accidents be prevented? If so, how? (05 Marks)
- (c) Describe causes of occupational diseases. (03 Marks)

(Total 20 Marks)

Question No. 06

- (a) Differentiate between Preventive Discipline and Corrective Discipline.
(04 Marks)
- (b) "No single rule can be treated as unimportant." Do you agree or not? Why?
(03 Marks)
- (c) What is Progressive Discipline? "It is a good approach for each rule violation."
Describe.
(05 Marks)
- (d) What is a Trade Union? What are the objectives of such a union? What functions can
a Trade Union perform on behalf of its members?
(08 Marks)

(Total 20 Marks)