

**1905000502040001**  
**EXAMINATION OCTOBER 2024 (ATKT EXAM)**  
**BACHELOR OF COMMERCE - BACHELOR OF LAW**  
**(HONORS) (SECOND SEMESTER)**  
**HUMAN RESOURCE MANAGEMENT - LEVEL 4**

[Time: As Per Schedule]

[Max. Marks: 70]

**Instructions:**

**1. Fill up strictly the following details on your answer book**

- a. Name of the Examination: **BACHELOR OF COMMERCE - BACHELOR OF LAW (HONORS) (SECOND SEMESTER)**
  - b. Name of the Subject: **HUMAN RESOURCE MANAGEMENT – LEVEL 4**
  - c. Subject Code No: **1905000502040001**
2. Sketch neat and labelled diagram wherever necessary.
  3. Figures to the right indicate full marks of the question.
  4. All questions are compulsory.

Seat No:

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Student's Signature

**Q.1** Define Human Resource Management and explain in detail scope of Human Resource Management. **12**

**OR**

Define Human Resources Planning. Discuss the guidelines for Human Resources Planning. **12**

**Q.2** What do you mean by Job Description? Discuss importance of Job Description. Also discuss the process of Job Analysis. **12**

**OR**

- (a) Human Resources Audit. **6**
- (b) Elements of Human Resource Management. **6**

**Q.3** Define recruitment. How is it different from 'selection'? **12**

**OR**

What do you mean by recruitment? Explain Centralized vs. decentralizes recruitment. **12**

**Q.4** What do you mean by de-centralized recruitment? Also discuss its advantages and disadvantages in detail. **12**

**OR**

What do you mean by career planning? Discuss the process and limitation of career planning. **12**

**Q.5** What do you mean by recruitment? Write a note on recruitment practices in India. **12**

**OR**

a) Off the job training method for executive development. **6**

b) Difference between training and development. **6**

**Q.6 Write Short note: (Any Two)** **10**

1. Worked load Analysis
2. On the job training method for worker development
3. Workload analysis
4. Job Design

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