

ASSIGNMENT

DRIVE	SPRING 2014
Program	BBA
Semester	3
Subject code & name	BBA302 – HUMAN RESOURCE MANAGEMENT
Credit	4
Book ID	B1596
Max. Marks	60

Note: Answer all questions. Each question is followed by evaluation scheme.

Q. No	Questions	Marks	Total Marks
1	Define ‘Human resource Management’ (HRM). What are the features and objectives of human resource management?		
	Definition of Human resource management Features of HRM Objectives of HRM	2 4 4	10
2	Define ‘recruitment’. What are the factors affecting recruitment?		
	Definition of recruitment Factors affecting recruitment	2 8	10
3	Differentiate between personnel management and Human Resource Management.		
	Difference between Personnel Management and HRM	10	10
4	What is the purpose of performance appraisal? Explain the process of performance appraisal.		
	Purpose of performance appraisal Process of performance appraisal	3 7	10
5	What is meant by employee grievance? What are the causes of employee grievances? Explain the need for employee counselling.		
	Meaning of employee grievance Causes of employee grievances	3 3	10

	Need for employee counselling.	4	
6	Explain the need for employee induction program. What are the contents of induction program?		
	Need for employee induction program	6	10
	Contents of induction	4	