## Third Semester B.B.A. Degree Examination, November/December 2019

*(CBCS – Semester Scheme – 2018-19)*

## Business Administration

## Paper 3.4 – HUMAN RESOURCE MANAGEMENT

Time : 3 Hours]                                                                      [Max. Marks : 70

*Instructions to Candidates : Answers should be written completely in English only.*

### SECTION – A

Answer any **FIVE** of the following sub-questions. Each sub-question carries **2** marks :                                                                      **(5 × 2 = 10)**

1.  (a)   Give the meaning of Human Resource Policy.

    (b)   What do you mean by recruitment?

    (c)   What is job description?

    (d)   Give the meaning of internship training.

    (e)   List any four limitations of performance appraisal.

    (f)   Mention types of transfer.

    (g)   What is knowledge management?

### SECTION – B

Answer any **THREE** of the following. Each question carries **6** marks :
                                                                      **(3 × 6 = 18)**

2.   Briefly explain the role of Human Resource Manager.

3.   Discuss the process of Human Resource Planning.

4.   Explain the objectives of employee compensation.

5.   'Businesses and industrial organizations are dynamic and hence demand for development'. Explain the need for Human Resource Development.

6.   Briefly explain the types of interviews.

SECTION – C

Answer any **THREE** of the following. Each question carries **14** marks :

**(3 × 14 = 42)**

7. Explain the various sources of recruitment.

8. What do you mean by performance appraisal? Explain the methods of performance appraisal.

9. Explain the types, purposes and benefits of promotion.

10. What is Human Resource Management? Explain the functions of HRM.

11. Explain the types and the advantages of employee training.

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