



39

SN – 531

III Semester B.B.A. Degree Examination, November/December 2017  
(CBCS) (F + R) (2015-16 and Onwards)  
BUSINESS ADMINISTRATION  
3.4 : Human Resource Management

Time : 3 Hours

Max. Marks : 70

**Instruction :** Answer should be written in **English only**.

SECTION – A

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

1. a) Define Personnel Management.
- b) What do you mean by Human Resource Planning ?
- c) What is induction ?
- d) What is job description ?
- e) Give the meaning of demotion.
- f) What is right sizing work force ?
- g) What is HRD ?

SECTION – B

Answer **any three** questions of the following. **Each** question carries **six** marks. (3×6=18)

2. What is HRM ? Explain briefly the importance of HRM.
3. What are the factors that influence Human Resource Planning ?
4. What are the objectives of performance appraisal ?
5. What are the objectives of induction programme ?
6. Explain the principles of promotion.

P.T.O.



SECTION - C

Answer **any three** questions of the following. **Each** question carries **14** marks.

**(3x14=42)**

7. Explain the process of HRM.
8. Explain in detail the recruitment process and also the sources of recruitment.
9. Explain the various methods of training the employees.
10. Explain 360° performance appraisal.
11. What are the functions of HRD Manager ?

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