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

(CBCS -2018-19 Onwards)

**Business Administration**

**Paper 3.4 – HUMAN RESOURCE MANAGEMENT**

Time : 3 Hours]

[Max. Marks : 70

Instructions to Candidates : All answers should be written in English Only.

SECTION – A

1. Answer any **FIVE** sub-questions. Each sub-question carries **2** marks :

(5 × 2 = 10)

- (a) What is human resource management?
- (b) What is meant by preliminary interview?
- (c) What is off the job training method?
- (d) What do you mean by transfer?
- (e) What is the meaning of promotion?
- (f) What is monotony?
- (g) What is induction?



SECTION – B

Answer any **THREE** of the following questions. Each question carries **6** marks :

(3 × 6 = 18)

2. Explain the objectives of human resource management.
3. Distinguish between transfer and promotion.
4. Define recruitment and sources of recruitment.
5. Briefly explain the objectives of induction programme.
6. Discuss the importance of performance appraisal.

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SECTION - C

Answer any **THREE** of the following questions. Each question carries **14** marks :  
**(3 × 14 = 42)**

7. What is HRD? Explain the factors affecting human resource development.
8. Explain the various types of on the job training and off the job training methods.
9. Discuss the duties and responsibilities of human resource Manager.
10. Discuss the steps in selection process.
11. What is promotion? Explain the purpose and bases of promotion.



SECTION - B

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

1. Explain the objectives of human resource management.
2. Distinguish between transfer and promotion.
3. Define recruitment and sources of recruitment.
4. Briefly explain the objectives of induction programme.
5. Discuss the importance of performance appraisal.