



QP – 358

III Semester B.B.A. Examination, March/April 2022

(CBCS) (2015 – 16 and Onwards) (Repeaters)

BUSINESS ADMINISTRATION

Paper – 3.4 : Human Resources Management

Time : 3 Hours

Max. Marks : 70

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

SECTION – A

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

1. a) Mention any four functions of HRM.
- b) What do you mean by Job analysis ?
- c) What is job specification ?
- d) List any two objects of training.
- e) Give the meaning of 360-degree feedback.
- f) What is Human Resource Accounting ?
- g) Give the meaning of Performance Appraisal.

SECTION – B

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

2. Explain the operative functions of HRM.
3. Differentiate between job description and job specification.
4. Explain the steps in process of HR planning.
5. What are the advantages and disadvantages of Merit Rating ?
6. What are the types of employee welfare facilities ?

P.T.O.



SECTION - C

Answer **any 3** questions of the following. **Each** question carries **fourteen** marks.

(3×14=42)

7. What is HRM ? What are the functions performed by the HR manager ?
8. What are the various approaches to job designing and discuss in detail methods of job designing ?
9. Describe the various methods of recruitment.
10. Discuss the need and approaches of training.
11. Explain briefly the techniques of performance appraisal.