

III Semester B.B.A. Examination, March/April 2022 (CBCS) (2015 – 16 and Onwards) (Repeaters) BUSINESS ADMINISTRATION

Paper - 3.4: Human Resources Management MRH at fadW AT

Time: 3 Hours is tel ni eaucaib bas paingraeb do of serbectique auchs Max. Marks: 70

Instruction: Answers should be written in English only.

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

- 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)

- 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?



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Instruction: Answers should be written in English only.

SECTION - A crossonage bas been arifected of

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

- 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 ?



III Semester B. A. B. O – NOITOSS March/April 2022

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.
- Discuss the need and approaches of training.
- 11. Explain briefly the techniques of performance appraisal.

What is job specification?

List any two objects of training.

Give the meaning of 360-degree feedback.

What is Human Resource Accounting?

Give the meaning of Performance Appraisal.

SECTION - B

Explain the operative functions of HRM.

3. Differentiate between job description and job specification.

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6. What are the types of employee welfare facilities?