

LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034



B.B.A. DEGREE EXAMINATION – BUSINESS ADMINISTRATION

FIFTH SEMESTER – NOVEMBER 2019

16/17UBU5MC03 – HUMAN RESOURCE MANAGEMENT

Date: 02-11-2019

Dept. No.

Max. : 100 Marks

Time: 09:00-12:00

PART- A

Answer ALL the questions

(10 x 2 = 20 Marks)

1. Who is a Personal manager?
2. What is an organizational goal?
3. What do you mean by Job analysis?
4. What are human resource policies?
5. Define separation.
6. What is meant by Upgradation?
7. What is built in incentive?
8. What is wage policy?
9. Explain work load analysis.
10. Write a note on Grievance.

PART- B

Answer any FOUR questions

(4x10 = 40 Marks)

11. Outline the basis and important qualities of a good personnel manager.
12. How do you reduce the costs of recruitment? Explain.
13. Explain the nature and importance of human resource policies.
14. Elucidate the criteria considered for the promotions of employees.
15. Write a short note on grievance procedure of an employee.
16. How can performance appraisal be made more effective? Discuss.
17. What do you understand by human resource planning? Describe its characteristics.

PART- C

Answer any TWO questions

(2 x 20 = 40 Marks)

18. Discuss the various methods by which job analysis can be implemented.
19. Discuss the importance of psychological tests and interviews in employees selection.
20. Explain the importance of training to the employee.
21. Explain the concepts and needs for flexible work arrangements.
