



LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

B.B.A. DEGREE EXAMINATION – BUSINESS ADMINISTRATION

THIRD SEMESTER – NOVEMBER 2022

UBU 3503 – HUMAN RESOURCE MANAGEMENT

Date: 24-11-2022

Dept. No.

Max. : 100 Marks

Time: 09:00 AM - 12:00 NOON

PART – A

Q. No Answer ALL questions

(2 x 10 = 20 Marks)

- 1 Define Human Resource Management
- 2 What is a Job Specification?
- 3 Write a short note on Downsizing.
- 4 Define Performance Appraisal.
- 5 What is HR Audit?
- 6 Infer the term Discipline.
- 7 Define Human Resource Planning.
- 8 Indicate the meaning of Training.
- 9 What is potential appraisal?
- 10 Define the term Norming.

PART – B

Answer any FOUR questions

(4 x 10 = 40 Marks)

- 11 Explain the skills of a HR manager.
- 12 Enumerate the uses of Job analysis.
- 13 Explain the methods of Training.
- 14 Explain the elements involved in Performance appraisal process.
- 15 Enumerate the essentials of a good disciplinary system.
- 16 Explain the factors affecting Human Resource Planning.
- 17 Explain the different forms of Employee punishments.

PART – C

Answer any TWO questions

(2 x 20 = 40 Marks)

- 18 Explain the process of Human Resource planning.
- 19 Describe the internal and external sources of recruitment.
- 20 Explain the various stages in the selection process.
- 21 Enumerate the methods of appraising employees.
