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CS – 378

III Semester B.B.A. Examination, March 2023  
(CBCS) (R) (2015 – 16 and Onwards)  
**BUSINESS ADMINISTRATION**  
Paper – 3.4 : Human Resource Management

Time : 3 Hours

Max. Marks : 70

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

SECTION – A

Answer **any 5** sub-questions of the following. **Each** sub-question carries **2** marks.

(5×2=10)

1. a) What is Human Resource Management ?  
b) Define recruitment.  
c) What do you mean by H.R.P. ?  
d) What is selection process ?  
e) State two objectives of performance appraisal.  
f) State any two types of transfer.  
g) What is knowledge management ?

SECTION – B

Answer **any 3** questions of the following. **Each** question carries **6** marks.

(3×6=18)

2. State the duties and responsibilities of Human Resource Manager.
3. Explain the benefits of Human Resource Planning.
4. What are the objectives of training ?
5. Distinguish between transfer and promotion.
6. Give a note on knowledge resources.

P.T.O.



SECTION – C

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

7. Explain the process and techniques of H.R.M.
  8. Briefly explain method of recruitment.
  9. What is induction ? Discuss the objectives and purpose of induction.
  10. What is right sizing of workforce ? Explain the needs for right sizing.
  11. Explain the significance of H.R.D.
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