LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

**B.B.A.** DEGREE EXAMINATION – **BUSINESS ADMINISTRATION**

FIFTH SEMESTER – NOVEMBER 2012

# BU 5505 - HUMAN RESOURCE MANAGEMENT

 Date : 08/11/2012 Dept. No. Max. : 100 Marks

 Time : 9:00 - 12:00

**SECTION –A**

**Answer ALL the questions (10X 2=20)**

1. Define Human Resource Management.
2. What is the procurement function of HR concerned with?
3. What is Human Resource Planning?
4. What is meant by job specification?
5. What is meant by application blank?
6. Why is medical examination of a candidate necessary?
7. What is vestibule training?
8. Write a short note on role-play.
9. Mention the factors considered in employee appraisal.
10. State the objectives of discipline.

 **SECTION –B**

**Answer any FIVE questions (5X 8=40)**

1. Narrate the qualities of a HR manager.
2. Explain the advantages of job analysis.
3. Briefly discuss the objectives of Human Resource Planning.
4. Explain the different types of tests.
5. Point out the guidelines for making the interview successful.
6. Explain the merits and demerits of on-the job training.
7. Explain the various causes of employee grievances.
8. Discuss Maslows Hierarchy of needs.

 **SECTION –C**

**Answer any TWO questions (2X 20=40)**

19. Discuss the sources of recruitment.

20. Explain the various steps involved in HR planning.

21. Describe the various methods of Performance Appraisal.

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