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Avinashilingam Institute for Home Science and Higher Education for Women

Deemed to be University Estd.u/s 3of UGC Act 1956, Category A by MHRD (now MoE)

Re-accredited with A++ Grade by NAAC. CGPA 3.65/4, Category I by UGC

Coimbatore-641043, Tamil Nadu, India

Bachelor's Degree Examination – November 2025

III Semester

Class : II UG

Major : BBA

Time : 3 Hours

Max. Marks : 100

24BBAC06 Human Resource Management

Course Outcomes:

CO1: Analyze the process of Job analysis and its importance as a foundation of human resource management practice

CO2: Understand the human Resource Planning

CO3: Apply the policies and practice of the primary areas of human resource management, including staffing, training and compensation

CO4: Understand the importance of Career Planning and Succession Planning

CO5: Apply the policies and practice of the primary areas of human resource management, including staffing, training and compensation.

Part A

10 x 1 = 10

Choose the Correct Answer

- Human Resource Management is _____ oriented. CO1K1
a. People b. Process c. Management d. Software
- Which of the following is not function of HRM? CO1K1
a. Recruitment b. Selection c. Sales Promotion d. Training
- Manpower planning has to be done _____. CO1K2
i. as and when the need be
ii. well in advance
iii. after the need arises
a. i & ii is correct b. ii & iii is correct c. only ii is correct d. only iii is correct
- Which of the following best defines Job Analysis? CO2K2
a. A method used to evaluate employee performance for promotions
b. A systematic process of collecting information about a job's duties, responsibilities, and necessary qualifications
c. A strategy used to advertise job openings to the public
d. A process of negotiating salaries with new employees
- Which of the following is an internal source of recruitment? CO1K2
a. Employment agencies b. Job portals
c. promotion and transfer d. Campus recruitment.
- Which of the following is typically the first stage in the employee selection process? CO2K2
a. Final interview b. reference check c. preliminary screening d. job offer
- What is the primary purpose of an induction programme in an organization? CO3K1
a. To assess an employee's performance over time
b. To provide training for future promotions
c. To help new employees understand their role and the company culture
d. To evaluate the competition in the market
- What is the main objective of a performance appraisal in an organization? CO3K2
a. To determine market trends
b. To train new employees
c. To evaluate and improve employee performance
d. To plan company expansion
- Which of the following best describes the purpose of career planning? CO3K2
a. To assign daily tasks to employees
b. To prepare employees for retirement
c. To align individual goals with organizational opportunities for growth
d. To monitor market competition



10. What is collective bargaining primarily used for? CO3K2
 a. To promote individual salary negotiations
 b. To resolve legal disputes between companies
 c. To negotiate working conditions and wages between employers and employee representatives
 d. To train managers in leadership skills

Part B

5 x 6 = 30

Answer ALL questions

Each answer should not exceed 400 words or two pages

- 11.a. Interpret the Functions of HRM CO1K2
 (or)
 11.b. Summarise the scope and objective of HRM CO1K3
- 12.a. Paraphrase the meaning and importance of Job Description CO2K3
 (or)
 12.b. Highlight the benefits of Job Analysis CO2K3
- 13.a. Predict the factors that affect the recruitment process. CO2K4
 (or)
 13.b. Dramatize the different types of interviews with suitable examples CO2K4
- 14.a. Divulge the benefits of a good Induction Program CO3K4
 (or)
 14.b. Advocate the meaning and need for demotion and transfers in the organisation. CO3K4
- 15.a. What is the significance of Collective Bargaining? Explain. CO3K4
 (or)
 15.b. Write down the settlement machinery of Industrial conflicts. CO3K4

Part C

5 x 12 = 60

Answer ALL questions

Each answer should not exceed 800 words or four pages

- 16.a. Elaborate the role and status of the HR Manager CO1K5
 (or)
 16.b. What is SHRM? Discuss its meaning and scope. CO1K4
- 17.a. Explain the process of Job Analysis in detail. CO2K5
 (or)
 17.b. Construct the meaning and importance of Job Specification. CO2K4
- 18.a. Summarise the sources of Recruitment. CO2K5
 (or)
 18.b. Formulate the stages involved in the selection process for the post of HR Executive. CO2K6
- 19.a. Explain Job Evaluation and Merit rating in detail CO3K5
 (or)
 19.b. Develop the contents of an Induction program for the post "Management Trainee" of a Textile Manufacturing company CO3K6
- 20.a. Establish the various stages of career planning for an employee who is recruited in Campus interview from the college. CO K6
 (or)
 20.b. Discuss the step-by-step process of the Employee Grievance Handling procedure. CO3K5
