



K. Sambal

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 an A++ Grade by NAAC CGPA 3.65/4, Category I by UGC

Coimbatore - 641043, Tamil Nadu, India

Continuous Internal Assessment II –October 2025 III Semester

Class : II UG
Major : BBA

Time : 2 Hours
Max. Marks : 60

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

6 x 1 = 6

Choose the Correct Answer

1. The main objective of recruitment is _____.
 a. To reduce training costs
 b. To create a pool of qualified candidates
 c. To finalize the salary structure
 d. To dismiss unqualified employees
 CO2 K1
2. Which of the following is an internal source of recruitment?
 a. Advertisement
 b. Employee referrals
 c. Promotions and transfers
 d. Employment exchange
 CO1 K2
3. The process of screening applicants begins after _____.
 a. Job analysis
 b. Recruitment
 c. Selection tests
 d. Training
 CO2 K1
4. Process of introducing a new employee to the organization, rules, and culture is called?
 a. Recruitment
 b. Placement
 c. Induction
 d. Employment
 CO2 K2
5. Off-the-job training includes _____.
 a. Job rotation
 b. Apprenticeship
 c. Simulation exercises
 d. Coaching
 CO3 K2
6. Management development mainly aims at _____.
 a. Reducing costs
 b. Preparing employees for higher responsibilities
 c. Increasing absenteeism
 d. Reducing training expenses
 CO3 K2

Part B

3 x 6 = 18

Answer ALL questions

Each answer should not exceed 400 words or two pages

- 7.a. Define Selection and explain its importance in organisation.
 (or)
 CO2 K1
- 7.b. Write short note on various types of interviews and its application.
 CO2 K2
- 8.a. Briefly explain Induction and explain its importance in organisation.
 (or)
 CO2 K2
- 8.b. Explain in brief the key aspects covered in an Induction program of a manufacturing company.
 CO2 K2
- 9.a. Explain in brief the need for good Performance appraisal system.
 (or)
 CO2 K2
- 9.b. Explain Internal and External mobility of employees.
 CO2 K2

Part C

3 x 12 = 36

Answer ALL questions

Each answer should not exceed 800 words or four pages

- 10.a. Elaborate the various stages in selection process with illustration.
 (or)
 CO3 K2
- 10.b. Describe the various types of selection tests with example.
 CO2 K2
- 11.a. Explain in detail on Promotion, transfer and demotion.
 (or)
 CO2 K2
- 11.b. Elaborate the training need requirement and reason out the importance of training for a newly recruited employee in a bank.
 CO2 K2
- 12.a. Describe the various stages in career planning with suitable illustration.
 (or)
 CO3 K3
- 12.b. Elaborate the process of collective bargaining with illustration.
 CO3 K3