Avinashilingam Institute for Home Science and Higher Education for Women
Deemed to be University Estd. u/s 3 of 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 - 641 043, Tamil Nadu, India

Continuous Internal Assessment I – August 2025
III Semester

Time: 2 Hours
Max.Marks: 60

Class : II UG
Major : BBA

24BBAC06 Human Resource Management

Course Outcomes:
CO1: Analyse 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 the Answer

1. The _____ refers to all types of inter personal relationship between the chief executive and subordinates. — CO2K1
a. Personnel Administration b. Management
c. Personal Administration d. Administration

2. Management of HR is _____ in an Organisation. — CO1K2
a. One time activity b. Ongoing concept
c. Seasonal activity d. Crisis Management

3. The first process of Employment is _____ — CO2K1
a. Induction program b. Recruitment c. Selection d. Training

4. Father of Scientific Management _____ — CO2K2
a. Hawthorne b. Hawkins c. F.W. Taylor d. Drucker

5. Methodical compilation and study of work data is called as _____ — CO3K2
a. Placement b. Selection c. Recruitment d. Job Analysis

6. Recruiting educated, inexperienced candidates from Educational institutions _____ — CO3K2
a. Consultants b. Labour contracts c. Campus Interview d. Applicant

Part- B — 3 x 6 = 18
Answer the following

7.a. Define Human Resource Management and Write a short note on the features of HRM. — CO2K1
(or)
7.b. Write short note on the objectives of Human Resource Management. — CO2K1

8.a. Elaborate the qualities of a human resource manager. — CO2K2
(or)
8.b. Write short note on the various roles of a HR Manager. — CO2K2

9.a. Define HRP and explain in brief about the features of HRP. — CO2K3
(or)
9.b. Compare Job Analysis and Job Specification. — CO2K3

Part- D — 3 x 12 = 36
Answer the following

10.a. Elaborate the various functions of HRM with Illustration. — CO3K2
(or)
10.b. Describe the Process of Strategic Human Resource Management with Illustration. — CO3K2

11.a. Describe the Steps in HRP with Illustration. — CO2K2
(or)
11.b. Elaborate the Process of Job Analysis. — CO2K2

12.a. Describe the various sources of recruitment with related example. — CO3K3
(or)
12.b. Describe the various techniques of Recruitment process. — CO3K3

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