



UG – 345

13
II Semester B.B.A. Examination, September/October 2022
(CBCS) (2020 – 21 and Onwards) (Repeaters)
BUSINESS ADMINISTRATION
Paper – 2.4 : Human Resource Practices

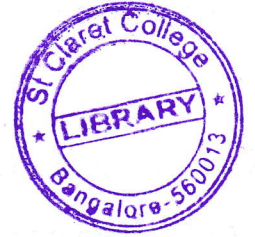
Time : 3 Hours

Max. Marks : 70

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

SECTION – A

1. Answer **any five** sub-questions. **Each** sub-question carries **two** marks. **(5×2=10)**
- Define Human Resource Management.
 - What are Fringe Benefits ?
 - State two differences between placement and induction.
 - What kind of information is entailed in job description ?
 - Define minimum wage.
 - Give the meaning of employee counselling.
 - What is performance appraisal ?



SECTION – B

Answer **any three** questions. **Each** question carries **five** marks.

(3×5=15)

- Briefly explain the process of selection.
- How do you identify the training and development needs in an organisation ?
- State few differences between HRM and SHRM.
- Discuss the merits of skill based pay.
- State the objectives of employee coaching.

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SECTION – C

Answer **any three** questions. **Each** question carries **twelve** marks. **(3×12=36)**

7. Define Recruitment. Explain the external sources of recruitment.
8. What is employee training ? Explain the techniques of training.
9. Discuss the duties and responsibilities of Human Resource Manager.
10. What is transfer ? Explain the different types of transfer.
11. Discuss the challenges for human resource management in the era of globalisation.

SECTION – D

Answer **any one** sub-question. It carries **9** marks. **(1×9=9)**

12. A) Prepare an offer letter with terms and conditions of appointment.

OR

- B) List out the examples of sunrise sector and sunset sectors.
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