

**(FOR THE CANDIDATES ADMITTED
DURING THE ACADEMIC YEAR 2023 ONLY)**

23UBM408

REG.NO. :

**N.G.M.COLLEGE (AUTONOMOUS) : POLLACHI
END-OF-SEMESTER EXAMINATIONS : MAY - 2025**

**B.B.A
IV SEMESTER**

**MAXIMUM MARKS: 75
TIME : 3 HOURS**

**PART - III
HUMAN RE COURSE MANAGEMENT**

SECTION – A (10 X 1 = 10 MARKS)

ANSWER THE FOLLOWING QUESTIONS.

MULTIPLE CHOICE QUESTIONS. (K1)

1. Which of the following best describes Personnel Management?

a) Managing machines and materials	b) Managing people in an organization
c) Managing only salaries and wages	d) Managing only production processes
2. Manpower Planning is also known as: _____.

a) Human Resource Accounting	b) Human Resource Planning
c) Production Planning	d) Financial Planning
3. Performance Appraisal is primarily used for _____.

a) Hiring new employees	b) Evaluating employee performance
c) Reducing workforce	d) Legal compliance
4. The main objective of industrial relations is to _____.

a) Maintain employer-employee relationships	b) Increase employee turnover
c) Encourage frequent strikes	d) Reduce wages of employees
5. Which authority administers the Employees' State Insurance (ESI) Act, 1948?

a) Labour Commissioner	b) Employees' Provident Fund Organization
c) Employees' State Insurance Corporation (ESIC)	d) Ministry of Commerce

ANSWER THE FOLLOWING IN ONE (OR) TWO SENTENCES. (K2)

6. What is Personnel Management?
7. Define Recruitment.
8. Define Performance Appraisal.
9. Define Industrial Relations.
10. Define the term "Industrial Dispute" under the Industrial Disputes Act, 1947.

SECTION – B (5 X 5 = 25 MARKS)

ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS. (K3)

11. a) Explain the functions of the Personnel Department.
(OR)
b) Discuss the various methods of recruitment and selection used in organizations.
- 12.a) Explain the key objectives of Performance Appraisal.
(OR)
b) Describe the different types of promotions in an organization.

13.a) What are the key factors influencing wages and salary administration?

(OR)

b) Explain the importance of Trade Unions in Industrial Relations.

14. a) What are the different types of Discipline in an organization?

(OR)

b) What are the different methods of dispute resolution under the Industrial Disputes Act, 1947?

15.a) Explain the key provisions of the Factories Act, 1948.

(OR)

b) Define Job Description and explain its key components.

SECTION – C

(5 X 8 = 40 MARKS)

ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS. (K4 (Or) K5)

16. a) Define Personnel Management and explain its nature, scope, and objectives.

(OR)

b) Explain the significance of Job Analysis in an organization.

17.a) Explain the different methods of job evaluation.

(OR)

b) Explain the various types of retirement benefits given to employees.

18. a) Explain the different types of Collective Bargaining and their importance.

(OR)

b) Discuss the types of Incentive Systems used in organizations.

19. a) Discuss the importance of Succession Planning and Fast-Tracking in an organization.

(OR)

b) Discuss the role and functions of the Employees' State Insurance Corporation (ESIC) under the ESI Act, 1948.

20. a) Explain the health, safety, and welfare provisions of the Factories Act, 1948.

(OR)

b) Explain the different methods of Training and Development.

ETHICAL PAPER