

C 5714

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Name.....

Reg. No.....

SECOND SEMESTER B.VOC. DEGREE EXAMINATION, APRIL 2021

Common Course

GEC 2HR 06—HUMAN RESOURCE MANAGEMENT

Maximum : 80 Marks

Time : Three Hours

Part I*Answer all questions**Each question carries 1 mark.*

1. HRM involves :
 - (a) Employee training.
 - (b) Industrial relation.
 - (c) Remuneration.
 - (d) All of these.
2. Fringe benefits includes :
 - (a) Financial facility.
 - (b) Housing.
 - (c) Health.
 - (d) All of these.
3. Learning by observing and actually doing the job :
 - (a) On the job training.
 - (b) Off the job training.
 - (c) In depth training.
 - (d) Coaching.
4. _____ is a first main operative function of personnel management.
 - (a) Training.
 - (b) Selection.
 - (c) Procurement.
 - (d) Development.
5. The results of the job analysis are written in a statement known as _____.
 - (a) Job evaluation.
 - (b) Job description.
 - (c) Job specification.
 - (d) None of these.

Turn over

6. Who takes an active role on HRM ?
- (a) CEOs. (b) Employees.
(c) HR Staff. (d) Senior Manager.
7. _____ is a device or situation that replicates job demands at on the job site.
- (a) Brainstorming. (b) Simulation.
(c) Artificial intelligence. (d) Transactional analysis.
8. Employee training requires to meet :
- (a) Job requirement. (b) Job enhancement.
(c) Job Analysis. (d) Job Enrichment.
9. A statement about the values of employees to the Firm that in turn shapes HR policy contents is called :
- (a) HR programs. (b) HR strategy.
(c) HR philosophy. (d) HR function.
10. The process of arranging duties and responsibilities relating to a job is called :
- (a) Job analysis. (b) Job design.
(c) Job satisfaction. (d) Job evaluation

(10 × 1 = 10 marks)

Part II (Short Answer Questions)

Answer any eight questions.

Each question carries 2 marks.

11. What is job rotation?
12. What is manpower planning ?
13. What is Absenteeism ?
14. What is compensation management ?
15. What is observation ?

16. What is promotion ?
17. What is unsolicited applications ?
18. What is job enlargement ?
19. Define HRM.
20. What is training ?
21. Define job analysis.
22. What is check list ?

(8 × 2 = 16 marks)

Part III (Short Essays)

Answer any six questions.

Each question carries 4 marks.

23. Explain the functions of Human resource management.
24. Explain the process of career planning.
25. What is job evaluation ? Explain the objectives of Job evaluation.
26. Explain the methods of job analysis.
27. Explain the training evaluation methods.
28. Explain the scopes of Human resource management.
29. Explain the meaning and causes of grievances.
30. Write a note on career development methods.
31. What are the major differences between HRM and Strategic HRM.

(6 × 4 = 24 marks)

Turn over

Part IV (Long Essays)

Answer any two questions

Each question carries 15 marks.

32. What is grievance handling ? Explain the procedure of grievance handling.
33. What is performance appraisal ? Explain the problems of performance appraisal.
34. Define personnel management and explain its aims and feature.
35. What is recruitment ? Explain the methods of recruitment.

(2 × 15 = 30 marks)