

D 90894

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Name.....

Reg. No.....

**FIFTH SEMESTER B.A./B.Sc./B.Com. DEGREE EXAMINATION
NOVEMBER 2015**

(UG—CCSS)

Open Course

BC 5D 02—HUMAN RESOURCE MANAGEMENT

Time : Three Hours

Maximum : 30 Weightage

Section A

*This section consists of three bunches of **four** questions.*

Each bunch carries a weightage of 1.

*Answer **all** the questions.*

I. Choose the most appropriate answers from the following :—

1 Jobs are compensated on the basis of :

- (a) Job analysis. (b) Job specification.
(c) Job worth. (d) Job description.

2 HR managers play vital role in :

- (a) Setting production targets.
(b) Formulating strategies.
(c) Publishing financial statements.
(d) Preparing reports for shareholders.

3 Which of the following are the groups of social nature that are formed around friendship and common interests ?

- (a) Formal. (b) Structured.
(c) Informal. (d) Unstructured.

4 'Career counselling' is part of which of the following functions of HRM ?

- (a) Compensation and benefits.
(b) Planning and selection.
(c) Training and development.
(d) Maintenance of HRIS.

Turn over

- II. Fill in the blanks with appropriate words :
- 5 The process of discovering potential candidates for actual or anticipated organizational vacancies is known as _____.
 - 6 _____ is a performance appraisal technique which lists the traits and a range of performance.
 - 7 Rewards offered to labors involved in production, are categorized as _____.
 - 8 _____ level managers require conceptual skills the most.

- III. Answer the following questions in a single word :
- 9 QWL stands for :
 - 10 Name the classification of workers based on 'collar'.
 - 11 Name the management theory introduced by Henry Fayol.
 - 12 Who led the 'Hawthorne Experiments' ?

(12 × ¼ = 3 weightage)

Section B

- IV. Answer *all* the questions. Each question carries 1 weightage.
- 13 What is induction ?
 - 14 What do you mean by discipline ?
 - 15 What are incentives ?
 - 16 Define training.
 - 17 What is human resource development ?
 - 18 Clarify the term 'bonus'.
 - 19 Elucidate the term 'transfer'.
 - 20 What do you mean by the term human resources ?
 - 21 What is time rate wage system ?

(9 × 1 = 9 weightage)

Section C

- V. Answer any *five* questions from the following. Each question carries a weight of 2.
- 22 Differentiate between recruitment and selection.
 - 23 What are the essentials of good grievance handling procedure ?
 - 24 Explain different kinds of fringe benefits.
 - 25 What are the essentials of sound wage and salary administration ?
 - 26 What are the merits of MBO ?

- 27 What are the advantages of job evaluation ?
- 28 Explain different types of selection tests.

(5 × 2 = 10 weightage)

Section D

VI. Answer any *two* questions. Each question carries a weight of 4.

- 29 Define Human Resource Management. Explain its scope.
- 30 What are the objectives of performance appraisal system ?
- 31 Explain various methods of on-the-job and off-the-job trainings.

(2 × 4 = 8 weightage)