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(Pages : 3)

Name.....

Reg. No.....

**THIRD SEMESTER (CUCBCSS—UG) DEGREE EXAMINATION
NOVEMBER 2022**

B.Com.

BCM 3C 03—HUMAN RESOURCE MANAGEMENT

(2017—2018 Admissions)

Time : Three Hours

Maximum : 80 Marks

Part I

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

I. Choose the correct answer :

- 1 Human resource management means :
 - a) A method which an organisation collects, maintains and reports information on people and jobs.
 - b) The process of integrating the employees' needs and aspirations with organizational needs.
 - c) The process of bringing people and organisation together so that the goals of each are achieved.
 - d) The efforts to make life worth living for workers.
- 2 Off the job training method includes :
 - a) Vestibule training
 - b) Syndicate.
 - c) Sensitivity training.
 - d) All of these.
- 3 In which of the wage payment system an employee will be least interested in enhancing output :
 - a) Time rate system.
 - b) Piece rate system.
 - c) Bonus payment system.
 - d) Time cum piece rate system.
- 4 Grievance redressal, discipline, collective bargaining are _____ of HRM.
 - a) Integration function.
 - b) Procurement function.
 - c) Development function.
 - d) Behavioural function.

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- 5 _____ is the first stage in career planning.
- a) Career development. b) Career planning.
c) Self-assessment. d) None of these.

II. Fill up the blanks :

- 6 _____ is concerned with the determination of the number of personnel required in an organization.
- 7 The factual statement of the duties and responsibilities of a specific job is known as _____.
- 8 _____ is the process of imparting or increasing knowledge or skill of an employee to do a particular job.
- 9 _____ is a performance appraisal technique that involves agreement between employee and manager on goals to be achieved in a given period.
- 10 The term _____ refers to a condition in the organization where employee conducts themselves in accordance with the organizations rules and standards of acceptable behaviour.

(10 × 1 = 10 marks)

Part II (Short Answer Type)

*Answer any eight questions.
Each question carries 2 marks.*

- 11 What is Strategic Human Resource Management ?
- 12 Define Job Specification.
- 13 What do you mean by compensation ?
- 14 State the four advantages of External Source of Recruitment.
- 15 Write a note on Vestibule training.
- 16 Why human resource planning is important ?
- 17 What is career planning ?
- 18 What is Induction Programme ?
- 19 Describe the term Performance Appraisal.
- 20 What is meant by incentives ?

(8 × 2 = 16 marks)

Part III (Short Essay Type)

*Answer any six questions.
Each question carries 4 marks.*

- 21 Discuss the different types of selection tests.
 - 22 What are the importance of performance appraisal system ?
 - 23 Explain the factors effecting Human Resource Planning.
 - 24 "Selection is virtually a kind of elimination process". Comment.
 - 25 An effective grievance procedure must contain some essential characteristics". Explain.
 - 26 Explain the nature of Human Resource Management.
 - 27 Explain 'on-the-job' and 'off-the-job' training techniques.
 - 28 What are the factors deciding compensation of employee ?
- (6 × 4 = 24 marks)

Part IV (Long Essays)

*Answer any two questions.
Each question carries 15 marks.*

- 29 Briefly describe the concept of Job Analysis and explain the job analysis process.
- 30 "There are two sets of Human Resource Management Functions-Managerial and Operational". Discuss these functions.
- 31 What do you mean by Recruitment ? Explain the internal and external source of recruitment.

(2 × 15 = 30 marks)