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Name.....

Reg. No.....

**THIRD SEMESTER (CUCBCSS—UG) DEGREE EXAMINATION
NOVEMBER 2021**

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 In a wage system where employee is paid according to output is called :
 - (a) Time rate system.
 - (b) Piece rate system.
 - (c) Time cum bonus system.
 - (d) Piece cum bonus rate system.
- 2 Job factors includes :
 - (a) Suspension.
 - (b) Wages.
 - (c) Salary.
 - (d) All of these.
- 3 Under this method certain categories of abilities are defined in advance such as excellent, very good, average, poor, very poor, outstanding etc :
 - (a) Ranking method.
 - (b) Grading method.
 - (c) Paired comparison method.
 - (d) Graphic rating scale.
- 4 Any casual emoluments or profit attached to an office or position in addition to the salaries or wages is :
 - (a) Salary.
 - (b) Perquisites.
 - (c) Fringe benefits.
 - (d) Compensation.

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5 Formal appraisal of an individual's performance has begun in :

- (a) India. (b) China.
(c) USA. (d) Japan.

II. Fill in the blanks :

6 _____ is the method of elimination.

- (a) Recruitment. (b) Employment.
(c) Selection. (d) Appointment.

7 _____ is given to improve motivation and productivity among employees.

- (a) Salary. (b) Incentive wages.
(c) Fringe benefits. (d) Compensation.

8 _____ is the process of allocating tasks among its members for achieving organizational objectives.

- (a) Organizing. (b) Directing.
(c) Staffing. (d) Controlling.

9 Job _____ is a systematic and orderly process of measuring the worth of a job in relation to other jobs

- (a) Simplification. (b) Enlargement.
(c) Rotation. (d) Enrichment.

10 _____ training is an inexpensive way for employees and employers to expand skills.

- (a) Induction. (b) Transfer.
(c) Job. (d) Cross.

(10 × 1 = 10 marks)

Part II (Short Answer)

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

11 What does personnel management refer to ?

12 Define Development.

13 Define Human resource management.

- 14 What is job specification ?
- 15 What is career planning ?
- 16 What is Induction ?
- 17 Elucidate the term 'bonus'.
- 18 Define performance appraisal.
- 19 Explain the term 'Recruitment'.
- 20 What is meant by indiscipline ?

(8 × 2 = 16 marks)

Part III (Short Essay)

Answer any six questions.

Each question carries 4 marks.

- 21 What are the limitations of an interview ?
- 22 Differentiate between recruitment and selection ?
- 23 What are the objectives of discipline ?
- 24 What are the career planning stages or process ?
- 25 Explain the significance of career development.
- 26 Which are the five functional areas of human resource management ?
- 27 What are the various modes of compensation ?
- 28 What are the factors affecting salary and wages administration ?

(6 × 4 = 24 marks)

Part IV (Long Essay)

Answer any two questions.

Each question carries 15 marks.

- 29 Describe the various forecasting techniques and how these techniques are being used in human resource planning.
- 30 Explain various types of tests used in the selection process and the rules of good testing.
- 31 What are the methods generally available to an organization for making wage payments ?
Discuss their suitability together with their merits and demerits.

(2 × 15 = 30 marks)