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(Pages : 3)

Name.....

Reg. No.....

SIXTH SEMESTER B.B.A. DEGREE EXAMINATION, MARCH/APRIL 2018

(CUCBCSS—UG)

BBA VIB 13—HUMAN RESOURCE MANAGEMENT

(2014 Admissions)

Time : Three Hours

Maximum : 80 Marks

Part I (Objective Questions)

Answer all ten questions.

1. Jobs are compensated on the basis of _____.
(a) Job analysis. (b) Job specification.
(c) Job worth. (d) Job description.
2. HR managers play a vital role in _____.
(a) Setting production targets. (b) Formulating strategies.
(c) Publishing financial statements. (d) Preparing reports for shareholders.
3. Which of the following defines the process of 'Recruitment' ?
(a) Forecasting the demand of Human Resources.
(b) Forecasting the supply of Human Resources.
(c) Discovering potential job candidates for a particular position.
(d) Making a "hire" or "no hire" decisions.
4. The method of wage payment based on hours of work is _____.
(a) Piece rate. (b) Time rate.
(c) Bonus. (d) Incentives.
5. A sequence of jobs or position in the life time of an individual is termed as _____.
(a) Career. (b) Job.
(c) Employment. (d) work.

Turn over

Fill in the blanks :

6. ———.management consists of formulation and implementation of policies and programmes related to wages, salary and other forms of employee's compensation.
7. ———.is a detailed and systematic study of jobs to know the nature and characteristics of the people to be employed in different kind of jobs.
8. ——— management is concerned with the people's dimension in organisations.
9. ——— is a sequence of jobs or positions held by an individual during his life time.
10. ———is the process of enhancing the knowledge, skills and abilities of employees.

(10 × 1 = 10 marks)

Part II (Short Answer Questions)

Answer any eight out of the ten questions in two or three sentences.

11. Define Job analysis.
12. What is Placement ?
13. What do you mean by Discipline ?
14. Define performance appraisal.
15. Define Compensation.
16. Define Human Resource Management.
17. What is Training ?
18. What do you mean by Grievance ?
19. What is Job Specification ?
20. What is Job Evaluation ?

(8 × 2 =16 marks)

Part III (Short Essay Questions)

Answer any six out of the eight questions in about 200 words.

21. What are the differences between traditional human resource management and Strategic Human Resource Management ?
22. What are the objectives of Job Evaluation ?
23. What are the merits of external source of recruitment ?
24. What are the objectives of Training ?

25. What are the differences between recruitment and selection ?
26. What are the essentials of good grievance handling procedure ?
27. What are the aims and objectives of Discipline ?
28. What are the essential characteristics of management by objectives ?

(6 × 4 = 24 marks)

Part IV (Essay Questions)

Answer any two out of the three questions in about 800 words.

29. Explain the different methods of Training.
30. Explain the scope of Human Resource Management.
31. Explain the need and importance of Performance appraisal.

(2 × 15 = 30 marks)