

THIRD SEMESTER B.B.A. DEGREE EXAMINATION, NOVEMBER 2017

(CUCBCSS—UG)

Core Course

BBA III B 04—HUMAN RESOURCE MANAGEMENT

(2015 Admission Onwards)

Time : Three Hours

Maximum : 80 Marks

Part I (Objective Questions)*Answer all ten questions.**Choose the correct answer.*

1. _____ is a detailed and systematic study of jobs to know the nature and characteristics of the people to be employed in different kinds of jobs.
 - (a) Job analysis.
 - (b) Job description.
 - (c) Job enrichment.
 - (d) Job evaluation.
2. _____ is a statement which shows the maximum acceptable human qualities necessary to perform a job satisfactorily.
 - (a) Job evaluation.
 - (b) Job description.
 - (c) Job specification.
 - (d) None of these.
3. Job _____ simply means the shifting of an employee from one job to another without any change of job.
 - (a) Simplification.
 - (b) Enlargement.
 - (c) Rotation.
 - (d) Enrichment.
4. _____ is the process of searching for prospective employees and stimulating them to apply for jobs in the organisation.
 - (a) Induction.
 - (b) Selection.
 - (c) Placement.
 - (d) Recruitment.
5. _____ is the process of choosing the most suitable persons from all the applicants.
 - (a) Induction.
 - (b) Selection.
 - (c) Placement.
 - (d) Recruitment.

Turn over

Fill in the blanks :

6. _____ management is concerned with peoples' dimension in organisations.
7. _____ is a function of management which is connected with instructing, guiding and inspiring people in the organisation to achieve its objectives.
8. _____ is the process of allocating tasks among its members for achieving organisational objectives.
9. _____ is the process of introducing a selected employee to organisation.
10. Placement is the assignment of _____ to a newly selected employee.

(10 × 1 = 10 marks)

Part II (Short Answer Questions)

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

11. Define human resource management.
12. What do you mean by induction ?
13. Define training.
14. Define performance appraisal.
15. Define job description.
16. Define recruitment.
17. What is job analysis ?
18. What do you mean by discipline ?
19. What is placement ?
20. What is meant by grievance ?

(8 × 2 = 16 marks)

Part III (Short Essay Questions)

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

21. Briefly explain the evolution of human resource management.
22. What are the features of career planning ?
23. Distinguish between personal management and human resource management.

24. What are the objectives of job analysis ?
25. What are the methods of recruitment ?
26. Explain the significance of career development ?
27. What is the importance of job analysis ?
28. What are the problems of performance appraisal ?

(6 × 4 = 24 marks)

Part IV (Essay Questions)

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

29. Define job evaluation. What are the objectives and methods of job evaluation ?
30. What are the objectives of human resource management ?
31. What are the objectives of compensation planning ?

(2 × 15 = 30 marks)