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' ?

$(12 \times \frac{1}{4} = 3 \text{ weightage})$

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 ?

$(9 \times 1 = 9 \text{ weightage})$

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 x 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 x 4 = 8 weightage)