

**THIRD SEMESTER B.Com./B.B.A. DEGREE EXAMINATION, NOVEMBER 2019****(CUCBCSS—UG)****B.B.A.****BBA IIIB 04—HUMAN RESOURCE MANAGEMENT****(2015 Admissions)****Time : Three Hours****Maximum : 80 Marks****Part I***Answer all questions.*

1. The outcome of Job analysis are Job description and ————
  - a) Job enrichment.
  - b) Job specification.
  - c) Job enlargement.
  - d) None of the above.
2. The enriched name of Personnel Management is
  - a) Human resource Management.
  - b) Human resource Development.
  - c) Man power planning.
  - d) None of the above.
3. ———— is the act of increasing the knowledge & skill of an employee for doing a particular job.
  - a) Selection.
  - b) Development.
  - c) Training.
  - d) None of the above.
4. ———— is a systematic evaluation of individual with respect to his performance on the job & his potential for development.
  - a) Job analysis.
  - b) Job Evaluation.
  - c) Performance appraisal.
  - d) Career Planning.
5. ———— is an organized factual statement of job contents in the form of duties and responsibilities of a specific job.
  - a) Job Description.
  - b) Job Specification.
  - c) Job rotation.
  - d) None of the above.
6. Manpower Planning is a sub-system in the ————
7. HRM focuses on business needs while personnel management focuses on ————

**Turn over**

8. HRM refers to a set of programmes, functions and activities designed and carried out in order to maximize both employee and organizational \_\_\_\_\_
9. Employee referrals is a source of \_\_\_\_\_ recruitment
10. Major components of training include skills, education and \_\_\_\_\_

(10 × 1 = 10 marks)

### **Part II (Short Answer Questions)**

*Answer any eight questions.*

11. What is manpower planning ?
12. What do you understand by selection ?
13. What is group interview ?
14. What are the functions of HR Department ?
15. What do you mean by Ergonomics ?
16. What is meant by succession planning ?
17. What are fringe benefits ?
18. What is meant by Grievance ?
19. Explain the term "Living wage".
20. What is bonus ?

(8 × 2 = 16 marks)

### **Part III (Short Essays)**

*Answer any six questions.*

21. Describe the benefits of training to an organisation.
22. Distinguish between Training and Development.
23. Discuss the steps in manpower Planning.
24. Describe the functions of HRM.
25. Explain the methods of job evaluation.
26. Describe the Grievance redressal Procedure.
27. What is promotion ? What are the characteristics of a sound Promotion policy ?
28. What is career planning ? What are the steps in career planning ?

(6 × 4 = 24 marks)

### **Part IV (Long Essays)**

*Answer any two questions.*

29. Explain the methods of training with their benefits and limitations.
30. Discuss the various performance appraisal methods.
31. What is compensation ? What are the factors influencing compensation ?

(2 × 15 = 30 marks)