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Name.....

Reg. No.....

FOURTH SEMESTER B.Com. PROFESSIONAL. DEGREE EXAMINATION, APRIL 2019

(CUCBCSS-UG)

CC17U BCP4 B04 - HUMAN RESOURCE MANAGEMENT

B.Com Professional - Core Course

(2017 Admission Regular)

Time: Three Hours

Maximum: 80 Marks

Part I

Answer *all* questions. Each question carries 1 mark.

1. The first and immediate product of Job analysis is -----
(a) Job performance (b) Job evaluation (c) Job description (d) None of the above
2. Which of the following is concerned with dividing the candidates into two categories- those who are to be offered employment and those who are not?
(a) Selection (b) Training (c) Recruitment (d) All of the above
3. ----- refers to transfer made within the department from one section to another.
(a) Sectional transfer (b) Inter- plant transfer
(c) Departmental transfer (d) None of the above
4. ----- refers to the situation in which a person fails to come for work when he is schedule to work.
(a) Replacement (b) Resignation (c) Absenteeism (d) None of the above
5. ----- refers to the assigning a specific job to each one of the selected candidates.
(a) Promotion (b) Transfer (c) Placement (d) Demotion
6. ----- is a shift to the position in which the responsibilities are decreased.
7. Performance appraisal measures what a person does whereas ----- measures what a person is.
8. ----- is an exchange of transaction through which both the employer and employee benefits.
9. ----- is the method in which one piece rate is fixed and whole production is paid on this basis.
10. ----- is a feeling of discontentment, distress, suffering or grief amongst workers of an organisation.

(10 x 1 = 10 Marks)

Part II (Short Answer Questions)

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

11. What do you mean by Human resources planning?
12. What do you mean by transfer?
13. Define Job Analysis.
14. What is recruitment?
15. What are the elements of a good induction programme?
16. What is Job description?
17. What do you mean by promotion?
18. Write any four advantages of Job evaluation.
19. Differentiate performance appraisal and merit rating.
20. What is career?

(8 x 2 = 16 Marks)

Part III (Long Essays)

Answer any *six* questions. Each question carries 4 marks.

21. What are the essentials of an effective appraisal system?
22. What is the importance of Human resources Management in an organisation?
23. Explain the factors affecting Human resources planning.
24. What are the techniques of Job analysis?
25. Explain the acts of indiscipline or misconduct in an organisation.
26. Explain the career development initiatives to be taken by organisations to help employees develop their career.
27. Briefly explain the job evaluation process.
28. What are the benefits of training to the organisation?

(6 x 4 = 24 Marks)

Part III (Long Essays)

Answer any *two* questions. Each question carries 15 marks.

29. What is selection? Explain the selection process in detail.
30. Explain the different methods of training.
31. Explain in detail the process as well as methods of performance appraisal.

(2 x 15 = 30 Marks)
