

17U357

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Name:

Reg. No.....

THIRD SEMESTER B.Com. DEGREE EXAMINATION, NOVEMBER 2018

(CUCBCSS-UG)

CC17U BC3 C03 - HUMAN RESOURCE MANAGEMENT

(Complementary Course)

(2017 Admission Regular)

Time: Three Hours

Maximum: 80 Marks

PART A

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

Choose the correct answer:

1. Management which is concerned with the people's dimension in the organization is -----
a) Human Resource Management b) Business
c) Marketing d) None of the above
2. Shifting of an employee from one job to other without any change in nature of job is -----
a) Job simplification b) Job enlargement c) Job rotation d) Job enrichment
3. This type of training is conducted by the organization within the premises or by external agencies
a) Off the job training b) On the job training
c) Remedial training d) None of these
4. ----- method is a simulation training technique.
a) In basket b) On the job c) Brain storming d) None of these
5. ----- Appraisal is conducted in small units having only a few personnel
a) Formal b) Informal c) Initial d) Individual

Fill in the blanks with correct answer:

6. An employee may be rated high or low on the basis of general impression. It is known as -----
7. As per ----- plan, the benefit of time saved goes both the worker and his superior in the ratio of 3:1
8. ----- can be defined as downgrading an employee by reducing his salary, decrease his responsibility, authority and status.
9. ----- are casual Emoluments.
10. ----- refers to the actions imposed by an organization on its employees for failure to follow the Organisations' rules, standards or policies.

(10 x 1 = 10 Marks)

PART B

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

11. Name the two types of HR Planning.
12. What do you mean by Outsourcing?
13. What are the environment factors influencing the selection process?
14. Briefly explain the term Retrenchment.
15. Write a short note about Graphology Tests.
16. What is 360 degree performance appraisal?
17. What do you mean by mentoring?
18. What is Halsey plan?
19. What is absenteeism?
20. What is code of discipline?

(8 x 2 = 16 Marks)

PART C

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

21. What are the features of good grievance procedure?
22. What are the procedure for disciplinary action?
23. What do you mean by HRD? Explain its objectives.
24. What are the different types of performance appraisal?
25. 'Training improves efficiency'- comment.
26. Explain the training process.
27. Write a short note about Absenteeism and its types.
28. Narrate different internal sources of recruitment with its merits and demerits.

(6 x 4 = 24 Marks)

PART D

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

29. What are the objectives of employee training? Explain the need for training in modern industry?
30. Explain the process of wage determination.
31. "A personnel manager is a change agent in the organization" Explain.

(2 x 15 = 30 Marks)
