

20U361S

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Name:

Reg. No.....

THIRD SEMESTER B.Com. DEGREE EXAMINATION, NOVEMBER 2021

(CUCBCSS-UG)

CC17U BC3 C03 - HUMAN RESOURCE MANAGEMENT

(Commerce - Complementary Course)

(2017, 2018 Admissions – Supplementary/Improvement)

Time: Three Hours

Maximum: 80 Marks

Part A

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

Choose the best answer:

1. _____ is the first main operative functions of personnel management.
(a) Training (b) selection (c) procurement (d) development
2. Failure of an employee to report to duty when he is scheduled to work is
(a) Turnover (b) Absentism (c) absconding (d) none of these
3. Written reprimand is punishment of
(a) Minor nature (b) major nature (c) vindictive nature (d) none of these
4. The process of finding out the prospective candidate is
(a) Selection (b) Recruitment (c) Placement (d) none of these.
5. Job _____ is the process of deciding on the contents of the job in terms of duties and responsibilities.
(a) Design (b) analysis (c) specification (d) none of these

Fill in the Blanks:

6. The process of evaluating the relative worth of a job is _____
7. Orderly behaviour in an organisation is called as _____
8. Factual summary of a Job Content is _____
9. _____ is a process of an introducing an employee in to the job.
10. Moving an employee from one unit to another is _____

(10 × 1 = 10 Marks)

Part B

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

11. What do you mean by Lay-off?
12. What is Career Planning?
13. What is Stereotyping?
14. What do you mean by Halo effect?

15. What is Job Rotation?
16. What do you mean by Graphology Tests?
17. What is Halsey plan?
18. What are the acts of Indiscipline?
19. Write very shortly on the different forms of Grievances?
20. What do you mean by 360 degree appraisal?

(8 × 2 = 16 Marks)

Part C

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

21. Briefly explain the essentials of Good Disciplinary system?
22. What the different types of Fringe benefits in India?
23. What are the different types of Absentees?
24. Explain the concept of Red Hot Stove Rule?
25. What is HRD? What are its objectives?
26. Differentiate Recruitment and Selection?
27. What are the off the job methods of Executive Development?
28. What are the different methods of Wage Payments?

(6 × 4 = 24 Marks)

Part D

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

29. What is Performance Appraisal? Explain the methods of Performance Appraisal?
30. Define Manpower Planning? Explain the Process of Manpower Planning?
31. Explain in detail the functions of HRM?

(2 × 15 = 30 Marks)
