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Name.....

Reg. No.....

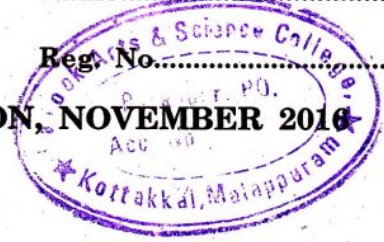
**THIRD SEMESTER B.B.A. DEGREE EXAMINATION, NOVEMBER 2016**

(CUCBCSS—UG)

Core Course

**BBA III B04—HUMAN RESOURCE MANAGEMENT**

(2015 Admissions)



Time : Three Hours

Maximum : 80 Marks

**Part I**

*Answer all questions.*

1. 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.
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 and skill of an employee for doing a particular job.
  - (a) Selection.
  - (b) Development.
  - (c) Training.
  - (d) None of the above.
4. \_\_\_\_\_ is the process of making new employees familiar with the organisation.
  - (a) Induction.
  - (b) Training.
  - (c) Career planning.
  - (d) None of the above.
5. Wage sufficient for a worker to support himself and his family by providing the basic necessities of life is known as \_\_\_\_\_.
  - (a) Fair wage.
  - (b) Minimum wage.
  - (c) Maximum wage.
  - (d) Living wage.

**Turn over**

6. Promotion given along with increase in remuneration is \_\_\_\_\_.
7. \_\_\_\_\_ is essential to know what the job demands from its incumbent
8. Comparative evaluation approaches compare one worker's performance with his \_\_\_\_\_.
9. The outcome of job analysis are job description and \_\_\_\_\_.
10. \_\_\_\_\_ is concerned with designing and shaping jobs to fit the physical abilities and characteristics of employees

(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 Job specification ?
17. What is Induction ?
18. What is career planning ?
19. What is piece rate system ?
20. What is discipline ?

(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. Discuss the various types of promotion.
26. What is Job analysis ? Explain the process of job analysis.
27. Explain time rate and piece rate wage systems.
28. Explain the causes of grievances ?

(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. Explain the various sources of recruitment with their merits and demerits.

(2 × 15 = 30 marks)