

C 31096

(Pages : 3)

Name.....

Reg. No.....

THIRD SEMESTER B.B.A. DEGREE EXAMINATION, NOVEMBER-2017

(CUCBCSS—UG)

Core Course

BBA III B 04—HUMAN RESOURCE MANAGEMENT

(2015 Admission Onwards)

Time : Three Hours

Maximum : 80 Marks

Part I (Objective Questions)

Answer all ten questions.

Choose the correct answer.

1. _____ is a detailed and systematic study of jobs to know the nature and characteristics of the people to be employed in different kinds of jobs.
(a) Job analysis. (b) Job description.
(c) Job enrichment. (d) Job evaluation.
2. _____ is a statement which shows the maximum acceptable human qualities necessary to perform a job satisfactorily.
(a) Job evaluation. (b) Job description.
(c) Job specification. (d) None of these.
3. Job _____ simply means the shifting of an employee from one job to another without any change of job.
(a) Simplification. (b) Enlargement.
(c) Rotation. (d) Enrichment.
4. _____ is the process of searching for prospective employees and stimulating them to apply for jobs in the organisation.
(a) Induction. (b) Selection.
(c) Placement. (d) Recruitment.
5. _____ is the process of choosing the most suitable persons from all the applicants.
(a) Induction. (b) Selection.
(c) Placement. (d) Recruitment.

Turn over

Fill in the blanks :

6. _____ management is concerned with peoples' dimension in organisations.
7. _____ is a function of management which is connected with instructing, guiding and inspiring people in the organisation to achieve its objectives.
8. _____ is the process of allocating tasks among its members for achieving organisational objectives.
9. _____ is the process of introducing a selected employee to organisation.
10. Placement is the assignment of _____ to a newly selected employee.

(10 × 1 = 10 marks)

Part II (Short Answer Questions)

Answer any **eight** out of the ten questions in two or three sentences.

11. Define human resource management.
12. What do you mean by induction ?
13. Define training.
14. Define performance appraisal.
15. Define job description.
16. Define recruitment.
17. What is job analysis ?
18. What do you mean by discipline ?
19. What is placement ?
20. What is meant by grievance ?

(8 × 2 = 16 marks)

Part III (Short Essay Questions)

Answer any **six** out of the eight questions in about 200 words.

21. Briefly explain the evolution of human resource management.
22. What are the features of career planning ?
23. Distinguish between personal management and human resource management.

24. What are the objectives of job analysis ?
25. What are the methods of recruitment ?
26. Explain the significance of career development ?
27. What is the importance of job analysis ?
28. What are the problems of performance appraisal ?

(6 × 4 = 24 marks)

Part IV (Essay Questions)

Answer any two out of the three questions in about 800 words.

29. Define job evaluation. What are the objectives and methods of job evaluation ?
30. What are the objectives of human resource management ?
31. What are the objectives of compensation planning ?

(2 × 15 = 30 marks)