

**SIXTH SEMESTER B.B.A. DEGREE EXAMINATION, MARCH 2017**

(CUCBCSS—UG)

**BBA VI B 13—HUMAN RESOURCE MANAGEMENT**

Time : Three Hours

Maximum : 80 Marks

**Part I (Objective Questions)***Answer all ten questions.*

Choose the correct answer :

- 1 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.
- 2 Job \_\_\_\_\_ is a systematic and orderly process of measuring the worth of job in relation to other jobs.
  - (a) Job evaluation.
  - (b) Job description.
  - (c) Job specification.
  - (d) None of these.
- 3 \_\_\_\_\_ plan is a simple combination of time and piece rate system.
  - (a) Rowan.
  - (b) Emerson.
  - (c) Halsey.
  - (d) None of these.
- 4 This method is a combination of graphic rating scales, and critical incidents method.
  - (a) MBO.
  - (b) BARS.
  - (c) Assessment centres.
  - (d) None of the above.
- 5 The results of job analysis are written in a statement known as :
  - (a) Job evaluation.
  - (b) Job description.
  - (c) Job specification.
  - (d) None of the above.

Fill in the blanks :

- 6 \_\_\_\_\_ is the process of allocating tasks among its members for achieving organisational objectives.
- 7 \_\_\_\_\_ is the process of enhancing the knowledge, skills and abilities of employees.
- 8 Performance evaluation is done by the \_\_\_\_\_.
- 9 \_\_\_\_\_ is fixed on the basis of change in consumer index.
- 10 \_\_\_\_\_ are casual emoluments.

(10 × 1 = 10 marks)

### Part II (Short Answer Questions)

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

- 11 Define strategic human resource management.
- 12 What is job analysis ?
- 13 Define performance appraisal.
- 14 What is human resource planning ?
- 15 Define compensation.
- 16 Define discipline.
- 17 Define job description.
- 18 Define grievance.
- 19 Define personnel management.
- 20 What is career planning ?

(8 × 2 = 16 marks)

### Part III (Short Essay Questions)

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

- 21 Explain the importance of human resource management.
- 22 Explain the significance of career development.
- 23 What is the importance of job analysis ?
- 24 What are the essentials of a good grievance procedure ?

- 25 Discuss the process of performance appraisal.
- 26 What are the problems of performance appraisal ?
- 27 Explain the approaches to the human resource management.
- 28 What are the methods of job analysis ?

(6 × 4 = 24 marks)

#### Part IV (Essay Questions)

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

- 29 What is human resource management ? Explain the scope of human resource management.
- 30 What are the different methods of performance appraisal ?
- 31 What are the objectives of compensation planning ?

(2 × 15 = 30 marks)

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