Reg. No. : ....

Name : ....

V Semester B.Com. Degree (CCSS-Supple./Imp.)
Examination, November 2016
Core Course in Commerce
5B13 COM : HUMAN RESOURCE MANAGEMENT
(2012-13 Admissions)

Time : 3 Hours   Max. Weightage : 30

PART – A

Two bunches of questions carrying **equal** weightage of **one**. Answer **all** questions.

I. Fill in the blanks.

1) _____ is the process of searching for prospective employees.
   - a) Selection
   - b) Recruitment
   - c) HRP
   - d) None

2) Procedure by which the facts with respect to each job is
   - a) Job evaluation
   - b) Job specification
   - c) Job analysis
   - d) Job description

3) Closing a place of employment by an employer
   - a) Strike
   - b) Lay off
   - c) Lock out
   - d) Industrial dispute

4) Rowan plan
   - a) HRD
   - b) HRM
   - c) Wage incentive
   - d) SWOT analysis   (W = 1)

II. Match the following :

A	B
5) Halo effect	a) Selection
6) Application blank	b) Receiving and welcoming
7) Orientation	c) Performance appraisal
8) Graphic rating	d) Placement
	e) Rate an employee
	f) Training (W = 1)

PART – B

Answer **any eight. Each** carries a weightage of **one.**

9. Define Personnel Management.

10. What is HR planning ?

11. What is meant by job description ?

12. What is the meaning of selection ?

13. What is refresher training ?

14. What is steno typing ?

15. What is Time Wage System ?

16. What is Bonus ?

17. Define Absenteeism.

18. What is Trade Union ?   (W : 8×1=8)

PART – C

Answer **any six. Each** carries a weightage of **two.**

19. Explain the causes of indiscipline.

20. What are the uses of labour turnover ?

21. Explain the different types of wage incentive plans.

22. Discuss the essentials of sound wage and salary administration.

23. Explain the problems of performances appraisal.

24. Describe various types of training.

25. How can employee induction be made effective ?

26. Explain the characteristics of HRM.   (W : 6×2=12)

PART – D

Answer **any two. Each** carries a weightage of **four.**

27. Describe the essentials of a sound wage incentive scheme.

28. Describe the nature of HRM.

29. Explain the factors influencing wage structure.   (W : 2×4=8)