Reg. No. : ....

Name : ....

V Semester B.Com. Degree (CCSS-Reg./Supple./Imp.)
Examination, November 2015
CORE COURSE IN COMMERCE
5B13 COM : Human Resource Management
(2012 Admn. Onwards)

Time : 3 Hours   Maximum Weightage : 30

PART – A

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

I. Fill in the blanks :

1) Advertisement is
   - a) HRP
   - b) Source of recruitment
   - c) Job description
   - d) Job evaluation

2) Personal characteristics required for a job
   - a) Job analysis
   - b) Job specification
   - c) HRM
   - d) Performance appraisal

3) Fringe benefit
   - a) Wages
   - b) Salaries
   - c) Bonus
   - d) Pension

4) Poor management system
   - a) Lay off
   - b) Lockout
   - c) Absenteeism
   - d) None

                                                 (W = 1)

II. Match the following :

A	B
5) Halsey plan	a) Study of job
6) Job analysis	b) Orientation
7) Induction	c) SWOT analysis
8) Increasing the knowledge	d) Promotion
	e) Wage incentive
	f) Training (W = 1)

PART – B

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

9. Define HRM.

10. What is job analysis ?

11. What is recruitment ?

12. Define induction.

13. What is career planning ?

14. Name three types of training.

15. What is assessment centre ?

16. What is piece wage system ?

17. What is profit sharing ?

18. What is discipline ?   (W = 8×1=8)

PART – C

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

19. Explain the functions of trade union.

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

21. Describe the principles of wage and salary administration.

22. What are the objectives of performance appraisal ?

23. Explain the various elements of job evaluation process.

24. Explain the benefits of training to employees.

25. Describe the contents of an induction programme.

26. Describe the external sources of recruitment. (W = 6×2=12)

PART – D

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

27. Describe the functions of Human Resource Management.

28. Define HRD and explain its need and significance in modern organisations.

29. Explain the different methods used for evaluating employee performance.

(W = 2×4=8)