D 11769 (Pages : 3) Name..

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THIRD SEMESTER (CUCBCSS—UG) DEGREE EXAMINATION NOVEMBER 2021

B.Com.

BCM 3C 03—HUMAN RESOURCE MANAGEMENT

(2017—2018 Admissions)

Time : Three Hours   Maximum : 80 Marks

Part I

Answer **all** *questions.*
Each question carries 1 *mark.*

I. Choose the correct answer :

1 In a wage system where employee is paid according to output is called :

   (a) Time rate system.   (b) Piece rate system.

   (c) Time cum bonus system.   (d) Piece cum bonus rate system.

2 Job factors includes :

   (a) Suspension.   (b) Wages.

   (c) Salary.   (d) All of these.

3 Under this method certain categories of abilities are defined in advance such as excellent, very good, average, poor, very poor, outstanding etc :

   (a) Ranking method.

   (b) Grading method.

   (c) Paired comparison method.

   (d) Graphic rating scale.

4 Any casual emoluments or profit attached to an office or position in addition to the salaries or wages is :

   (a) Salary.   (b) Perquisites.

   (c) Fringe benefits.   (d) Compensation.

Turn over

5 Formal appraisal of an individual's performance has begun in :

    (a) India.   (b) China.

    (c) USA.   (d) Japan.

II. Fill in the blanks :

6 ———————— is the method of elimination.

    (a) Recruitment.   (b) Employment.

    (c) Selection.   (d) Appointment.

7 ———————— is given to improve motivation and productivity among employees.

    (a) Salary.   (b) Incentive wages.

    (c) Fringe benefits.   (d) Compensation.

8 ———————— is the process of allocating tasks among its members for achieving organizational objectives.

    (a) Organizing.   (b) Directing.

    (c) Staffing.   (d) Controlling.

9 Job ———————— is a systematic and orderly process of measuring the worth of a job in relation to other jobs

    (a) Simplification.   (b) Enlargement.

    (c) Rotation.   (d) Enrichment.

10 ———————— training is an inexpensive way for employees and employers to expand skills.

    (a) Induction.   (b) Transfer.

    (c) Job.   (d) Cross.

(10 × 1 = 10 marks)

Part II (Short Answer)

Answer any **eight** *questions.*
Each question carries 2 *marks.*

11 What does personnel management refer to ?

12 Define Development.

13 Define Human resource management.

14 What is job specification ?

15 What is career planning ?

16 What is Induction ?

17 Elucidate the term 'bonus'.

18 Define performance appraisal.

19 Explain the term 'Recruitment'.

20 What is meant by indiscipline ?

(8 × 2 = 16 marks)

Part III (Short Essay)

Answer any **six** *questions.*
Each question carries 4 marks.

21 What are the limitations of an interview ?

22 Differentiate between recruitment and selection ?

23 What are the objectives of discipline ?

24 What are the career planning stages or process ?

25 Explain the significance of career development.

26 Which are the five functional areas of human resource management ?

27 What are the various modes of compensation ?

28 What are the factors affecting salary and wages administration ?

(6 × 4 = 24 marks)

Part IV (Long Essay)

Answer any **two** *questions.*
Each question carries 15 marks.

29 Describe the various forecasting techniques and how these techniques are being used in human resource planning.

30 Explain various types of tests used in the selection process and the rules of good testing.

31 What are the methods generally available to an organization for making wage payments ? Discuss their suitability together with their merits and demerits.

(2 × 15 = 30 marks)