

D 13378**(Pages : 3)****Name.....****Reg. No.....****FIFTH SEMESTER B.Voc. PROGRAMME EXAMINATION, NOVEMBER 2021**

Logistics Management

GEC5HR14—HUMAN RESOURCE MANAGEMENT

Time : Three Hours

Maximum : 80 Marks

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

1. Which is not a method of performance appraisal ?
 - (a) Straight ranking method.
 - (b) Man-to-man comparison method.
 - (c) Check list method.
 - (d) None of the above.
2. Objectives of training is :
 - (a) Increased morale.
 - (b) Increased productivity.
 - (c) Favourable reaction to change.
 - (d) All of the above.
3. Job analysis provides information used for writing :
 - (a) Organisation chart.
 - (b) Policy.
 - (c) Job description.
 - (d) Procedure.
4. Which is/are the functions of Human Relations ?
 - (a) Minimise dissatisfaction.
 - (b) Moral building programmes.
 - (c) Personal contacts.
 - (d) All of the above.
5. Sequence the following in the order which they are practiced (i) Promotion; (ii) Performance appraisal ; (iii) Recruitment; (iv) Training and Development.
 - (a) (iii), (ii), (iv), (i).
 - (b) (iii), (ii), (i), (iv).
 - (c) (iii), (i), (iv), (ii).
 - (d) (iii), (iv), (ii), (i).
6. Which of the following are covered under the scope of Human Resource Management : (i) Forecasting Human Resource Need ; (ii) Replacement Planning; (iii) Human Resource Dynamics; (iv) Human Resource Development Planning; (v) Human Resource Audit.
 - (a) (i), (iii), and (v).
 - (b) (i), (ii), (iii) and (iv).
 - (c) (iii) and (v).
 - (d) (i), (ii), (iii), (iv) and (v).
7. Which of the following is not necessary for promotion from within ?
 - (a) Job posting.
 - (b) Advertisements.
 - (c) Personal record.
 - (d) Performance Appraisal Form.

Turn over

8. Selection includes :
- (a) Formulating interviewing techniques.
 - (b) Checking of references.
 - (c) Framing and developing application blanks.
 - (d) All of the above.
9. External sources of recruitment consists :
- (a) Recommendations of existing employees.
 - (b) Private Employment Agencies.
 - (c) Through Employment Exchange.
 - (d) All of the above.
10. The Human Resource System covers :
- (a) Training and development.
 - (b) Recruit and select.
 - (c) Job design and evaluation.
 - (d) All of the above.

(10 × 1 = 10 marks)

Part B (Short Answer Questions)

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

- 11. What is job simplification ?
- 12. What is job enlargement ?
- 13. What is job enrichment ?
- 14. What is scouting ?
- 15. What is employee contacts ?
- 16. What is check list ?
- 17. What is interview ?
- 18. What is observation ?
- 19. What is technical conference ?
- 20. What is job rotation ?
- 21. Define Human Resource Planning.
- 22. Define job analysis.

(8 × 2 = 16 marks)

Part C (Short Essay Questions)

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

- 23. Explain the features of Human Resource Management.
- 24. What are the major limitations of a Human Resource Manager ?
- 25. Explain the process of Human Resource Planning.
- 26. Explain the significance of job analysis.
- 27. Explain the training evaluation methods.
- 28. Explain the source of recruitment.

29. Explain the process of performance appraisal.
30. Explain the features of career planning.
31. Explain the essentials of a good grievance procedure.

(6 × 4 = 24 marks)

Part D (Short Essay Questions)

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

32. Explain the role and responsibilities of Human Resource Manager.
33. Explain the need and importance of Human Resource Planning.
34. What is job design ? Explain the methods of job design.
35. What is Human Resource Development ? Explain the characteristics of Human Resource Development.

(2 × 15 = 30 marks)