



LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

B.Com. DEGREE EXAMINATION – CORPORATE SECRETARYSHIP

FIFTH SEMESTER – APRIL 2016

BC 5400 – PERSONNEL MANAGEMENT

Date: 27-04-2016

Dept. No.

Max. : 100 Marks

Time: 01:00-04:00

SECTION – A

Answer ALL the Questions:

(10x2=20 Marks)

Explain the following terms:

1. Job Analysis.
2. Unsolicited Application.
3. Recruitment.
4. Stress Interview.
5. Motivation.
6. Benchmarking.
7. Halo effect.
8. RAT.
9. Orientation.
10. Interview.

SECTION – B

Answer any FOUR Questions:

(4x10=40 Marks)

11. Briefly explain the sources of recruitment.
12. What is manpower planning? And state its objectives.
13. Define HRM. Explain its characteristics.
14. Explain the concept of Maslow's theory of motivation.
15. What are the importances of effective training?
16. Distinguish between job specification and job description.
17. Enumerate the merits and demerits of performance appraisal system.

SECTION – C

Answer any TWO Questions:

(2x20=40 Marks)

18. What are the common interview problems? How can they be overcome?
19. What are the problems faced by the Human Resource Manager in the recent days? -Discuss
20. Briefly explain about the process selection.
21. State the various steps involved in Manpower planning process.

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