

LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034



B.Com.DEGREE EXAMINATION –CORPORATE SECRETARYSHIP

SECOND SEMESTER – APRIL 2018

17/16UBC2MC02– HUMAN RESOURCE MANAGEMENT

Date: 26-04-2018

Dept. No.

Max. : 100 Marks

Time: 01:00-04:00

SECTION –A

Answer ALL the questions

(10X 2=20)

1. What is the procurement function of HR concerned with?
2. Point out the challenges faced by HR managers.
3. What is Human Resource Planning?
4. Give the meaning of job specification.
5. What is meant by recruitment?
6. What is meant by application blank?
7. What is mentoring?
8. What is meant by coaching?
9. What do you mean by Transfer?
10. What is performance appraisal?

SECTION –B

Answer any FOUR questions

(4X 10=40)

11. State the nature of human resource management.
12. Briefly discuss the objectives of Human Resource Planning.
13. Explain the sources of recruitment.
14. Mention the needs of training.
15. Discuss the different kinds of Interview.
16. State the merits and demerits of on-the job training.
17. Discuss the factors considered in employee appraisal.

SECTION –C

Answer any TWO questions

(2X 20=40)

18. Explain the process of HRP.
19. Discuss the various stages of selection process.
20. Discuss the various methods of training.
21. Describe the various methods of Performance Appraisal.
