



**LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034**

**B.Com. DEGREE EXAMINATION – CORPORATE SECRETARYSHIP**

**FIFTH SEMESTER – NOVEMBER 2016**

**BC 5403 – HUMAN RESOURCE MANAGEMENT**

Date: 09-11-2016

Dept. No.

Max. : 100 Marks

Time: 09:00-12:00

**PART A**

**Answer ALL the questions**

**(10X2 = 20Marks)**

1. Who is an HR Manager?
2. What do you mean by E HRM?
3. Write down the functions of Human Resource Management
4. Define Performance Appraisal
5. What do you mean by Appraisal Counselling?
6. How is Recruitment different from Selection?
7. What do you mean by Interviews?
8. List out 4 uses of Job Analysis
9. Write a short note on Vestibule Training
10. What is meant by Job Rotation?

**PART B**

**Answer any FOUR questions**

**(4X10 = 40Marks)**

11. Describe the challenges faced by a HR Manager
12. Discuss the merits and demerits of Job Rotation
13. Explain Off the Job Training Methods
14. Explain Job Description and Job Specification
15. Why is Performance Appraisal important for an organization?
16. State the Principles of Training
17. Elucidate the Process of Performance Appraisal

**PART C**

**Answer any TWO questions**

**(2X20 = 40Marks)**

18. Describe the Internal and External Sources of Recruitment
19. Explicate in detail the Methods of Performance Appraisal
20. How do you deal with Deficient and Surplus Manpower? Discuss in detail.
21. Discuss the benefits of Human Resource Planning with examples.

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