



LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

B.Com. DEGREE EXAMINATION – CORPORATE SECRETARYSHIP

FIFTH SEMESTER – APRIL 2017

BC 5403- HUMAN RESOURCE MANAGEMENT

Date: 02-05-2017
Time: 01:00-04:00

Dept. No.

Max. : 100 Marks

PART A

Answer ALL the questions

(10X2 = 20Marks)

1. Define Human Resource Management
2. What do you mean by Job Description?
3. Write a short note on Job Specification
4. Give the definition of Human Resource Planning
5. Write a brief note on selection
6. What is meant by Testing?
7. Define Training
8. Write a short note on Rating Scale Method of Performance Appraisal
9. List down the Future Oriented Performance Appraisal Methods
10. What are the four steps in Management by Objectives (MBO)?

PART B

Answer any FOUR questions

(4X10 = 40Marks)

11. Describe Job Analysis and uses of Job Analysis.
12. How can we deal with deficit and surplus of man power?
13. Explain the objectives of human resource planning.
14. Explain the external sources of recruitment.
15. State the Principles of Training.
16. What are steps in the assessment of training needs?
17. Explain the Process of Performance Appraisal.

PART C

Answer any TWO questions

(2X20 = 40Marks)

18. Elaborate the Roles, Problems and Challenges of a HR Manager.
19. Explain in detail the steps in the process of Human Resource Planning.
20. 'Performance Appraisal - Boom or Bain for organizational performance?' Discuss.
21. Describe the different types of On the Job and Off the Job Training Methods.

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