



LOYOLA COLLEGE (AUTONOMOUS) CHENNAI – 600 034

B.Com. DEGREE EXAMINATION – CORPORATE SECRETARYSHIP

THIRD SEMESTER – APRIL 2025

UBC 3503 – HUMAN RESOURCE MANAGEMENT



Date: 07-05-2025

Dept. No.

Max. : 100 Marks

Time: 01:00 PM - 04:00 PM

SECTION A - K1 (CO1)

	Answer ALL the Questions	(10 x 1 = 10)
1.	Definitions.	
a)	HRM.	
b)	Job Specification.	
c)	Recruitment.	
d)	Career.	
e)	Performance Appraisal.	
2.	Fill in the blanks.	
a)	_____ involves identifying vacancies that will likely occur in the higher levels and locating probable successors.	
b)	_____ involves familiarising the new employee with the company, the work environment and the existing employees.	
c)	_____ involves horizontal loading of the job by adding a variety of operations for the jobholder to perform.	
d)	_____ is the process of choosing the most suitable persons out of all the applicants.	
e)	_____ appraisal involves evaluation of a manager by everyone above, alongside and below him.	
	SECTION A - K2 (CO1)	
	Answer ALL the Questions	(10 x 1 = 10)
3.	Match the following.	
a)	Development function	- Shifting of employee from one job to another
b)	Employment exchange	- Guiding employees on their career paths
c)	Graphic Rating Scales	- Training
d)	Job Rotation	- External source
e)	Career counselling	- Traditional Method

4.	True or False.
a)	Human Resource Management is a 'one shot' function.
b)	Negative discipline is also known as corrective discipline.
c)	Spill over effect arises when past performance affects assessment of present performance.
d)	Position description is a functional description of what a job entails.
e)	Aptitude Test measures the person's ability to perform a specific job.
SECTION B - K3 (CO2)	
Answer any TWO of the following in 100 words each. (2 x 10 = 20)	
5.	Analyse the problems and challenges faced by a HR manager in today's context.
6.	Write short notes on the following: a) Job Analysis. b) Job Enrichment.
7.	Determine the objectives of recruitment.
8.	Articulate the process of career planning.
SECTION C – K4 (CO3)	
Answer any TWO of the following in 100 words each. (2 x 10 = 20)	
9.	Examine the objectives and importance of Human Resource Planning.
10.	Analyse the evolution and growth of HRM.
11.	Examine the causes of grievances.
12.	Identify the significance of performance appraisal.
SECTION D – K5 (CO4)	
Answer any ONE of the following in 250 words (1 x 20 = 20)	
13.	Describe the functions of Human Resource Management.
14.	Explain the stages of Human Resource Planning.
SECTION E – K6 (CO5)	
Answer any ONE of the following in 250 words (1 x 20 = 20)	
15.	Enumerate the methods of performance appraisal.
16.	Evaluate the various sources of recruitment.
