

LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

B.Com. DEGREE EXAMINATION – CORPORATE SECRETARYSHIP

FIFTH SEMESTER – NOVEMBER 2009

BC 5400 - PERSONNEL MANAGEMENT

Date & Time: 12/11/2009 / 9:00 - 12:00 Dept. No.

Max. : 100 Marks

SECTION – A

Answer ALL the Questions:

(10x2=20 marks)

Explain the following terms within 10 lines:

- 1) Job Description
- 2) Attitude Test
- 3) Stress Interview
- 4) Social Skill
- 5) Man Power Analysis
- 6) Vestibule Training
- 7) Motivation
- 8) Performance Appraisal
- 9) Digital Organization
- 10) HR System

SECTION – B

Answer any FIVE Questions:

(5x8=40 marks)

- 11) Explain the objectives of HRM. How can these objective be achieved?
- 12) Explain the guiding principles of effective HR Planning.
- 13) List out and explain the uses of Job Specification.
- 14) Can Training be evaluated? How?
- 15) Explain the Maslow's need Hierarchy theory.
- 16) 'An effective grievance procedure must contain some essential characteristics'.
Explain.
- 17) What are the key attributes that make a Recruitment Programme effective?
- 18) Explain the importance and limitations of psychological tests in employee selection.

SECTION – C

Answer any TWO Questions:

(2x20=40 marks)

- 19) Explain the process of HR Planning with suitable illustration.
- 20) What are the various sources of Recruitment? Discuss their relative merits and demerits..
- 21) Explain the Selection Process in detail.

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