LOYOLA COLLEGE (AUTONOMOUS) CHENNAI – 600 034

B.Com. DEGREE EXAMINATION – **COMMERCE**

SIXTH SEMESTER – **APRIL 2025**

UCO 6503 – HUMAN RESOURCE MANAGEMENT

Date: 30-04-2025   Dept. No.   Max. : 100 Marks
Time: 09:00 AM - 12:00 PM

	SECTION A - K1 (CO1)
	Answer ALL the Questions **(10 x 1 = 10)**
1.	**Choose the correct answer**
a)	Basic managerial functions of HRM area. a) Planning, organising, staffing b) Planning, organising and co-ordinating c) Planning, organising, directing and controlling d) None of these
b)	Process of studying and collecting information about a job is. a) HRP b) Job design c) Job analysis d) Job evaluation
c)	The process of familiarizing the new employees to the organisation rules and regulations is known as. a) Placement b) Induction c) Recruitment d) Selection
d)	The combination of peer, superior, subordinate and self-review appraisal is known as. a) 360° appraisal b) Human resource accounting system c) All round review d) Feed forward
e)	When does any discipline become ineffective? a) Longer time spending in action b) Discipline is handled impersonally c) Aware of rules and performance criteria d) Both (a) and (b)
2.	**Fill in the blanks**
a)	Human Resource departments are _____.
b)	Human Resource planning is compulsory for _____.
c)	_____ methods are generally applied on the workplace while employees are actually working.
d)	Ranking method is a _____
e)	Grievance redressal, discipline, collective bargaining are_____ of HRM.

		SECTION A - K2 (CO1)
	Answer ALL the Questions	(10 x 1 = 10)
3.	State True or False	
a)	Human resources management may also be called personnel management.	
b)	Planning, as a function of human resources management, includes determining the status of current personnel when planning human resource needs for the future.	
c)	Lecture-based training is generally superior to other forms of training delivery.	
d)	Compensation for individuals within a specific job category depends on the compensation for that job and not on the individual's productivity.	
e)	Grievance redressal, discipline, collective bargaining are development of HRM.	
4.	Define the following	
a)	HRM.	
b)	Human Resource Planning	
c)	Learning.	
d)	Performance Appraisal.	
e)	Discipline.	

	SECTION B - K3 (CO2)	
Answer any TWO of the following in 100 words each.		(2 x 10 = 20)
5.	Construct the guidelines for effective Interview process.	
6.	Explain the stages of Competency Based Training.	
7.	What are the unique features of Performance Appraisal through MBO?	
8.	Describe the Meaning of Discipline, Indiscipline and Identify Causes of Indiscipline.	

	SECTION C – K4 (CO3)	
Answer any TWO of the following in 100 words each.		(2 x 10 = 20)
9.	Examine the Operative Functions of Human Resource Management.	
10.	What are the Levels of Human Resource Planning?	
11.	Describe the Meaning On-the-Job Training Method with their the merits and demerits	
12.	Analyse the elements of Performance Appraisal.	

	SECTION D – K5 (CO4)	
Answer any ONE of the following in 250 words		(1 x 20 = 20)
13.	Discuss the significance of Job Analysis.	
14.	Explain various method of 'Off-The-Job Methods' of Training to Executives.	

	SECTION E – K6 (CO5)	
Answer any ONE of the following in 250 words		(1 x 20 = 20)
15.	Elaborate the Characteristics of Human Resource Management.	
16.	Discuss the Sources of Employee Grievances.	

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