

LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034



B.Com.DEGREE EXAMINATION –CORPORATE SECRETARYSHIP

SECOND SEMESTER – APRIL 2019

18/17/16UBC2MC02– HUMAN RESOURCE MANAGEMENT

Date: 03-04-2019

Dept. No.

Max. : 100 Marks

Time: 01:00-04:00

SECTION-A

ANSWER ALL THE QUESTIONS

(10x2=20Marks)

1. What is meant by HRM?
2. What is meant by recruitment?
3. What is job analysis?
4. What do you mean by unsolicited applications?
5. State the importance of training.
6. What is meant by intelligence test?
7. What is HRP?
8. State any four operational functions of HRM.
9. Point out the challenges faced by HR managers.
10. What is mentoring?

SECTION-B

ANSWER ANY FOUR QUESTIONS

(4x10=40Marks)

11. State the role of a human resource manager in an organisation.
12. Discuss the various guidelines for effective interviews.
13. Explain the various types of training.
14. State the uses of test in selection.
15. Mention the features of an effective employment test.
16. Discuss the various objectives of HR planning.
17. Discuss the factors considered in the employee appraisal.

SECTION-C

ANSWER ANY TWO QUESTIONS

(2x20=40Marks)

18. Discuss the steps involved in the process of human resource planning.
19. Explain in detail about the various sources of recruitment.
20. Elucidate the various methods of performance appraisal.
21. Discuss the various characteristics of a Good Training Programme.
