



LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

B.Com. DEGREE EXAMINATION – CORPORATE SECRETARYSHIP

FIFTH SEMESTER – NOVEMBER 2014

BC 5403 - HUMAN RESOURCE MANAGEMENT

Date : 10/11/2014

Dept. No.

Max. : 100 Marks

Time : 09:00-12:00

Part A

ANSWER ALL THE QUESTIONS

(10 x 2=20)

1. What is Human resource management?
2. What is HRP?
3. How is selection different from recruitment?
4. What is job rotation?
5. Mention any 4 contents of job description.
6. Mention the types of tests that are conducted in an organization.
7. What is vestibule training?
8. Mention any 4 uses of performance appraisal.
9. What is Job analysis?
10. Mention any 4 Traditional methods of performance appraisal.

Part B

ANSWER ANY 4 QUESTIONS

(4 x 10 = 40)

11. Explain the uses of job analysis.
12. Briefly explain the objectives of Human resource planning.
13. Write a note on the type of interviews undertaken during the process of selection.
14. Briefly bring out the difference between training & development.
15. Explain the operative functions of human resource management.
16. Explain the process of performance appraisal.
17. Explain the internal sources of recruitment.

Part C

ANSWER ANY 2 QUESTIONS

(2 x 20 = 40)

18. Explain the various sources of recruitment.
19. Write a note on the qualities of a good HR manager & roles of a HR manager.
20. Explain the principles of training.
21. Write a note on the methods of performance appraisal.
