



LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

B.Com. DEGREE EXAMINATION – CORPORATE SECRETARYSHIP

THIRD SEMESTER – NOVEMBER 2022

UBC 3503 – HUMAN RESOURCE MANAGEMENT

Date: 26-11-2022

Dept. No.

Max. : 100 Marks

Time: 09:00 AM - 12:00 NOON

SECTION A

Answer ALL the Questions

SECTION A			
1. Define the following (5 x 1 = 5)			
a)	Define HRM.	K1	CO1
b)	Define Human Resource planning.	K1	CO1
c)	Define Selection.	K1	CO1
d)	Define job enrichment.	K1	CO1
e)	Define performance appraisal.	K1	CO1
2. Fill in the blanks (5 x 1 = 5)			
a)	_____ is the process of interviewing and evaluating candidates for a specific job & choosing an individual for employment based on certain criteria.	K1	CO1
b)	Labour market analysis and demographics are two methods for estimating the _____ source of human resources.	K1	CO1
c)	_____ are the benchmarks against which performance is measured.	K1	CO1
d)	_____ involves searching for prospective employees and inducing them to apply for the job.	K1	CO1
e)	_____ is a process of evaluating an employee's performance of a job in terms of its requirements.	K1	CO1
3. Match the following (5 x 1 = 5)			
a)	HRM Function	- Follow up	K2 CO1
b)	Last stage of on-job training	- Job enlargement	K2 CO1
c)	Performance appraisal identifies	-2	K2 CO1
d)	Expands the number of related tasks in the job	- Societal objectives	K2 CO1
e)	Broad Source of Recruitment-	- Training needs	K2 CO1
4. TRUE or FALSE (5 x 1 = 5)			
a)	HRM helps in identifying the aptitude.	K2	CO1
b)	The systematic investigation of the activities within a job is called as job Analysis	K2	CO1
c)	Job description states the qualifications and characteristics required to perform the job duties.	K2	CO1

d)	All human resource activities start with human resource planning.	K2	CO1
e)	Placement precedes selection.	K2	CO1
SECTION B			
Answer any TWO of the following in 100 words		(2 x 10 = 20)	
5.	Explain the qualities of HR manager.	K3	CO2
6.	Describe the features of Human Resource Planning.	K3	CO2
7.	Enumerate the objectives of Recruitment.	K3	CO2
8.	Explain the factors influencing quality of work life.	K3	CO2
SECTION C			
Answer any TWO of the following in 100 words		(2 x 10 = 20)	
9.	Explain the Advantages and disadvantages of Job analysis.	K4	CO3
10.	Enumerate the objectives of Recruitment.	K4	CO3
11.	Describe the Importance of Career Planning.	K4	CO3
12.	Enumerate limitations of Performance Appraisal	K4	CO3
SECTION D			
Answer any ONE of the following in 250 words		(1 x 20 = 20)	
13.	Explain the functions of Human Resource Management.	K5	CO4
14.	Classify the different methods of on & off the job training.	K5	CO4
SECTION E			
Answer any ONE of the following in 250 words		(1 x 20 = 20)	
15.	Enumerate the methods of performance appraisal.	K6	CO5
16.	Describe the internal and external sources of recruitment.	K6	CO5
