

B.B.A. (CBCS) DEGREE EXAMINATION,
NOVEMBER 2023.

Fourth Semester

Business Administration – Allied

HUMAN RESOURCE MANAGEMENT

(For those who joined in July 2021–2022)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 1 = 10 marks)

Answer ALL questions.

Choose the correct answer :

1. Which one of the following is not an objective of HRM?
(a) Society (b) Individual
(c) Organization (d) Production
2. _____ is an operative function of HRM.
(a) Planning (b) Directing
(c) Human relations (d) Controlling

7. Compensation can be _____ benefits.
(a) monetary (b) non-monetary
(c) both (a) and (b) (d) none of the above
8. First step of compensation process (management) is _____.
(a) Developing of pay Structure
(b) Evaluation of Job
(c) Pricing of Job
(d) Analysis of Job
9. Grievance Handling Machinery is given in _____.
(a) Industrial Disputes Act
(b) Factories Act
(c) Both (a) and (b)
(d) None of the above
10. What is the recognition process in trade union terms?
(a) Identification of trade unions who are abiding by the law.
(b) A way of identifying employers who treat employees well
(c) A formal agreement that the employer will bargain with the trade union.
(d) The pay review process

3. The interview which aims at testing the candidate's job behavior and the level of withstanding during the period of stress is known as _____ interview.
(a) depth (b) stress
(c) panel (d) formal
4. _____ is the process of choosing the individual best suited for a particular position and for the organization from a group of applicants.
(a) Recruitment (b) Selection
(c) Hiring (d) Interviewing
5. The performance appraisal method which combines the elements of traditional rating scales and critical incident method is known as _____.
(a) GRS (b) BOS
(c) BARS (d) PERT
6. Which of the following is not a purpose of training?
(a) Improve productivity
(b) Strategic control
(c) Improve health and safety
(d) Obsolescence prevention

PART B — (5 × 5 = 25 marks)

Answer ALL questions, choosing either (a) or (b).
Each answer should not exceed 250 words.

11. (a) State the objectives of HRM.
Or
(b) What are the operative functions of HRM? explain.
12. (a) State the differences between recruitment and selection.
Or
(b) what are the contents of job specification?
13. (a) What are the advantages of performance appraisal?
Or
(b) Give short note about indoor drying equipment.
14. (a) What is the importance of wage and salary administration?
Or
(b) What do you mean by Labour co-partnership? Explain.

15. (a) State the need for grievance procedure.

Or

(b) Enumerate the functions of collective bargaining.

PART C — (5 × 8 = 40 marks)

Answer ALL questions, choosing either (a) or (b)
Each answer should not exceed 600 words.

16. (a) Explain the environmental factors affecting HRM.

Or

(b) Distinguish between Traditional HRM and Strategic HRM.

17. (a) What are the advantages and disadvantages of external source of recruitment?

Or

(b) Describe the process of conducting an interview.

18. (a) Explain the various methods of off-the-job training.

Or

(b) State the importance of Career planning.

19. (a) Describe the essentials of a sound wage and salary structure.

Or

(b) Explain the Employee stock option plans.

20. (a) Discuss about the steps involved in a disciplinary procedure.

Or

(b) Explain the various forms of labour participation in management.
