

(AUTONOMOUS)

**BCora DEGREE EXAMINATION DECEMBER 2017**

(Fifth Semester)

Branch - **COMMERCE (BUSINESS PROCESS SERVICES)**

**CORPORATE ADMINISTRATION AND HUMAN RESOURCES  
MANAGEMENT**

Time : Three Hours

Maximum : 75 Marks

**SECTION-A (20 Marks)**

Answer ALL questions

ALL questions carry **EQUAL** marks (10 x 2 = 20)

- 1 Define management.
- 2 Specify the skills resumed for a management.
- 3 State any two characteristics of HRM.
- 4 State any four operational functions of HRM.
- 5 What is job analysis?
- 6 What is job specification?
- 7 What is recruitment?
- 8 What is behavioral interview?
- 9 What is performance appraisal?
- 10 What is job evaluation?

**SECTION - B (25 Marks!)**

Answer ALL Questions

ALL Questions Carry **EQUAL** Marks (5 x 5 = 25)

- 11 a What is leadership? State its importance.  
OR  
b Define planning and describe its types.
- 12 a State the role of HR manager.  
OR  
b Explain the qualities of HR manager.
- 13 a What are the methods of Job design?  
OR  
b What are the benefits of HR planning?
- 14 a Explain the steps involved in selection process.  
OR  
b State the difference between selection and recruitment.
- 15 a State the uses of performance appraisal.  
OR  
b Describe the advantages of job evaluation.

**SECTION - C (30 Marks)**

Answer any **THREE** Questions

ALL Questions Carry **EQUAL** Marks (3 x 10 = 30)

- 16 Explain the various theories of motivation.
- 17 Briefly explain the functions of HRM.
- 18 Explain the techniques and significance of job analysis.
- 19 Explain the process of recruitment.
- 20 Explain the techniques of performance appraisal.

**Z-Z-Z**

END