PSG COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS)
BCom DEGREE EXAMINATION DECEMBER 2019
(Fifth Semester)

Branch - COMMERCE (BUSINESS PROCESS SERVICE)

CORPORATE ADMINISTRATION AND HUMAN RESOURCE MANAGEMENT

Time : Three Hours   Maximum : 75 Marks

SECTION-A (20 Marks)
Answer **ALL** questions
ALL questions carry **EQUAL** marks   (1 0 x 2 = 20)

1   Define management.
2   What is meant by motivation?
3   What is human resource management?
4   Define human resource policies.
5   What do you mean by human resource planning?
6   What is job description?
7   What do you mean by recruitment?
8   What is selection?
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   Explain the types of planning.
                        OR
    b Discuss the importance of organization.

12 a Explain the nature of human resource policies.
                        OR
    b Bring out the role of HRM in strategic management.

13 a Summarize the objectives of human resource planning.
                        OR
    b   List out the methods of job design.

14 a Point out the advantages of formal induction.
                        OR
    b Explain the importance of training.

15 a Discuss the problems of performance appraisal.
                        OR
    b Explain the procedure involved in the evaluation of a job.

SECTION - C (30 Marks)
Answer any **THREE** Questions
ALL Questions Carry **EQUAL** Marks (3 x 1 0 = 30)

16   Describe Maslow's Hierarchy theory of motivation.

17   Enumerate the characteristics of HRM.

18   Distinguish between job description and job specification.

19   Briefly explain the steps in selection process.

20   Explain the process of performance appraisal.

Z-Z-Z   RNTD