

PSG COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS)

BCom DEGREE EXAMINATION DECEMBER 2018
(Fifth Semester)

Branch - COMMERCE (BUSINESS PROCESS SERVICES)

CORPORATE ADMINISTRATION & HUMAN RESOURCE 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 What is Unity of Command?
- 3 State any two managerial functions of HRM.
- 4 Write any two role of HR Manager.
- 5 Define Job specification.
- 6 What is Job Design?
- 7 What is meant by Recruitment?
- 8 What is Induction?
- 9 Define MBO.
- 10 What is Job Evaluation?

SECTION - B (25 Marks!)

Answer ALL Questions

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

- 11 a Describe the principles of X theory.
OR
b What are the principles of Management.
- 12 a Explain the nature of Human Resource Policies.
OR
b Enumerate the types of Planning.
- 13 a What are the objectives of HR Planning?
OR
b List out the significance of job analysis.
- 14 a Describe the types of Interview.
OR
b What are the advantages of Formal induction?
- 15 a Explain the merits of Job evaluation.
OR
b What are the uses of Performance appraisal system?

SECTION - C (30 Marks)

Answer any THREE Questions

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

- 16 Define motivation and explain the Maslow theory of motivation.
- 17 Explain the different types of HRM policies.
- 18 Describe the techniques of job analysis.
- 19 "The recruitment process is an inevitable of large organizations" - Discuss.