

Total No. of Questions: 6

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Enrollment No.....



Duration: 3 Hrs.

Faculty of Commerce

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CM3CO07 Human Resource Management

Programme: B.Com.(Hons.) Branch/Specialisation: Commerce

Maximum Marks: 60

Note: All questions are compulsory. Internal choices, if any, are indicated. Answers of Q.1 (MCQs) should be written in full instead of only a, b, c or d. Assume suitable data if necessary. Notations and symbols have their usual meaning.

	Marks	BL	PO	CO	PSO
Q.1 i. In HRM, people are viewed as-	1	1	1,2	1	
(a) Cost centers					
(b) Resources that add value to the organization					
(c) Unnecessary overhead					
(d) Liabilities that need to be minimized					
ii. Which of the following is NOT a typical responsibility of HRM?	1	1	1,2	1	
(a) Employee selection					
(b) Inventory management					
(c) Performance appraisals					
(d) Employee benefits administration					
iii. What is meant by "placement" in HRM?	1	1	1,2	2	
(a) Placing job advertisements on various platforms					
(b) Organizing training programs for new employees					
(c) Conducting an exit interview for departing employees					
(d) Assigning a selected candidate to the appropriate job role					
iv. What is "job analysis"?	1	1	1,2	2	
(a) The process of attracting potential employees					
(b) A method to reduce the workforce					
(c) The process of gathering information about job requirements and responsibilities					
(d) The act of assigning work to employees					

	[2]		[3]
v. What is the primary purpose of training in HRM?	1	1 1,2 3	iii. what is the between difference personnel management vs HRM? 5 1 3 1
(a) To improve the skills, knowledge, and abilities of employees			OR iv. Explain functions and role of HR manager 5 2 3 1
(b) To increase an employee's wages			Q.3 i. What is job specification? 2 1 1 2
(c) To complete performance appraisals			ii. What is recruitment? Describe the process of recruitment. 8 1 3 2
(d) To enhance product quality			OR iii. Define selection? Describe the steps involve in selection process. 8 2 3 2
vi. Which training method is typically used to simulate real-life scenarios for decision-making practice?	1	4 1,2 3	Q.4 i. Explain career planning and development. 3 2 3 3
(a) Role-playing (b) Lectures			ii. Describe the steps for designing a training programme. 7 2 3 3
(c) Group discussions (d) Apprenticeship			OR iii. Define training. Explain various methods of training. 7 1 3 3
vii. Which of the following is NOT a method of job evaluation?	1	1 1,2 4	Q.5 Describe the compensation system. 4 2 3 4
(a) Ranking method			What are the components of employee remuneration? 6 1 3 4
(b) Grading method			OR What is job evaluation? Describe the process of job evaluation. 6 1 3 4
(c) Point factor method			
(d) Benchmarking method			
viii. Which of the following best describes "employee welfare"?	1	1 1,2 4	Q.6 Attempt any two:
(a) Policies to determine employee performance			i. Explain the methods of performance appraisal in detail. 5 2 3 5
(b) Financial benefits offered as part of a salary package			ii. What do you understand by employee grievances and their redressal? 5 1 3 5
(c) Programs and services aimed at improving employees' well-being and quality of life			iii. What are the limitations of performance appraisal methods? 5 1 3 5
(d) Hiring practices to ensure equal opportunity			
ix. Which of the following is a commonly used method of performance appraisal?	1	1 1,2 5	*****
(a) SWOT analysis (b) Ranking method			
(c) 360-degree feedback (d) Job evaluation			
x. In a performance appraisal, what is meant by "self-assessment"?	1	1 1,2 5	
(a) An employee evaluates their own performance			
(b) The manager evaluates their own team			
(c) The employee evaluates their peers			
(d) The HR department evaluates all employees			
i. Define HRM.	2	1 1 1	
ii. Describe the nature of HRM.	3	2 1 1	

Marking Scheme
CM3CO07 Human Resource Management

Q.1	i)	(b) Resources that add value to the organization	1
	ii)	(b) Inventory management	1
	iii)	(d) Assigning a selected candidate to the appropriate job role.	1
	iv)	(c) The process of gathering information about job requirements and responsibilities	1
	v)	(a) To improve the skills, knowledge, and abilities of employees	1
	vi)	(a) Role-playing	1
	vii)	(d) Benchmarking method	1
	viii)	(c) Programs and services aimed at improving employees' well-being and quality of life	1
	ix)	(c) 360-degree feedback.	1
	x)	(a) An employee evaluates their own performance.	1
Q.2	i.	Definition of HRM	2
	ii.	Nature (each point carries 1 mark)	3
	iii.	Each difference carries 1 mark (1x5)	5
OR	iv.	Functions (1x2) role (1x3)	5
Q.3	i.	Meaning of job specification	2
	ii.	Meaning of recruitment (2) Process (6)	8
OR	iii.	Definition Selection (2) Process (6)	8
Q.4	i.	Explanation of planning & development	3
	ii.	Each step carries 1 mark	7
OR	iii.	Define 1 mark, Methods 6 mark	7
Q.5	i.	Description	4
	ii.	Each component carries 2 mark	6
OR	iii.	Job evaluation (2) Process (4)	6
Q.6	i.	As per the answer	5
	ii.	Grievances (3) Redressal (2)	5
	iii.	Each limitation carries one mark	5
