

**N.G.M.COLLEGE (AUTONOMOUS) : POLLACHI
END-OF-SEMESTER EXAMINATIONS : MAY- 2024**
COURSE NAME: M.Com.- C.A **MAXIMUM MARKS: 50**
SEMESTER : IV **TIME : 3 HOURS**

HUMAN RESOURCE MANAGEMENT**SECTION - A (10 X 1 = 10 MARKS)****ANSWER THE FOLLOWING QUESTIONS.****MULTIPLE CHOICE QUESTIONS.****K1**

1. Who takes an active role on HRM ?
 - a) CEOs
 - b) Employees
 - c) HR Staff
 - d) Senior Manager
2. The process of familiarizing the new employees to the organisation rules and regulations is known as _____.
 - a) Placement
 - b) Induction
 - c) Recruitment
 - d) Selection
3. _____ is the process of imparting or increasing knowledge or skill of an employee to do a particular job.
 - a) Training
 - b) Development
 - c) Motivation
 - d) Leadership
4. The downward movement of employee in organizational hierarchy with lower pay status responsibilities means _____.
 - a) Demotion
 - b) Job change
 - c) Promotion
 - d) Transfer
5. _____ method is used to have a detailed evaluation of an employee from all the perspectives.
 - a) BARS
 - b) Assessment Center
 - c) MBO
 - d) 360-degree Performance Appraisal

ANSWER THE FOLLOWING IN ONE (OR) TWO SENTENCES.**K2**

6. Define the HRM.
7. State the meaning of Human Resource Planning.
8. What do you mean Follow-up Training?
9. Define promotion.
10. What is HR Audit?

SECTION – B (5 X 3 = 15 MARKS)**ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS.**

11. a) State the important objectives of human resource management.

(OR)

b) Write the features of HRD.

12. a) Why is HR Forecasting important?

(OR)

b) Write any three methods of Job Analysis.

(CONTD.....2)

13. a) Examine the benefits of Training.
(OR)
b) How to implement an Employee Training Program?

14. a) Examine the purpose of Promotion.
(OR)
b) What are the advantages of Demotion?

15. a) Briefly explain the objectives of Performance Appraisal.
(OR)
b) State the purpose of HR Audit.

SECTION - C**(5 X 5 = 25 MARKS)****ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS.**

16. a) Explain the Functions of a Human Resource Manager.
(OR)
b) Discuss in detail on various forms of Human Resource Development.

17. a) Describe the importance of Human Resource Planning.
(OR)
b) Explain the steps in the Selection Process of Employees.

18. a) Describe on various Methods of Training.
(OR)
b) Discuss the Performance Evaluation of Training

19. a) Examine the Benefits of Career Development.
(OR)
b) Explain the advantages and disadvantages of Promotion by Seniority.

20. a) Explain in detail on various of Performance Appraisal Methods.
(OR)
b) Discuss the HR Research.

ETHICAL PAPER