

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600086
(For candidates admitted during the academic year 2019-2020 and thereafter)

B.VOC DEGREE EXAMINATION - APRIL 2024
BANKING, FINANCIAL SERVICES AND INSURANCE
SIXTH SEMESTER

COURSE : MAJOR – CORE
PAPER : HUMAN RESOURCES MANAGEMENT
COURSE CODE : 19VB/VM/HR66
TIME : 3 HOURS **MAX. MARKS: 100**

SECTION – A

Answer ALL Questions: **(10x2 = 20)**

1. What do you mean by intelligence test?
2. State the difference between training and development
3. List out the limitations of interview
4. What is a 360-degree appraisal?
5. Write a note on incentive.
6. Mention the components of social security.
7. What is work life balance?
8. What is job specification?
9. Define HRM.
10. Write a note on sexual harassment at workplace.

SECTION – B

Answer Any FIVE Questions: **(5x4 = 20)**

11. Explain the various sources of recruitment.
12. Discuss the functions of Human resources management.
13. Explain the importance of training and development.
14. Discuss the performance appraisal system through Management by objective
15. What is fringe benefits? List out the objectives of fringe benefits.
16. What is job analysis? Explain the steps involved in job analysis.
17. Explain the various components of Compensation.

SECTION – C

Answer Any TWO Questions: **(2x15 = 30)**

18. Explain the human resource planning process.
19. Explain various methods of performance appraisal.
20. Discuss the various types of training and development.

SECTION – D**Case Study Analysis****(2x15 = 30 marks)**

XYZ Corporation is a medium-sized consulting firm specializing in providing strategic business solutions to clients across various industries. Due to business growth, the company is looking to hire a new administrative assistant to support its operations and ensure smooth day-to-day functioning

Selection Process Overview :

XYZ Corporation has established a structured selection process to identify candidates who possess the necessary skills, experience, and qualities required for the administrative assistant role. The process involves several stages, including resume screening, initial interviews, skills assessments, and final interviews.

1. What are the key competencies and attributes you would prioritize when interviewing candidates for the administrative assistant role? (10 marks)
2. What types of skills assessments do you use to evaluate candidates further? (10 marks)
3. How do you measure the effectiveness of the selection process in identifying the most suitable candidates for the administrative assistant role? (10 marks)
