

Reg. No.....

K 2236

Name.....

SECOND SEMESTER M.A. DEGREE EXAMINATION, MAY/JUNE 2002

Branch : Personnel Management

HUMAN RESOURCE MANAGEMENT AND HRD

Time : Three Hours

Maximum : 75 Marks

Part I*Answer any five questions.**All questions carry equal marks.**Answers should not exceed 300 words.*

1. Describe the available forecasting techniques.
2. What is recruitment ? What are the advantages and disadvantages of internal recruitment ?
3. Explain the importance of interview in the selection process.
4. Explain the differences between job description and job specification.
5. Write a note on manpower planning at national level.
6. Differentiate between succession planning and career planning.
7. What are the major sources of recruitment ? Discuss the merits and demerits of each source.
8. How will you assess the training needs of employees at various levels in an organisation ?

(5 × 6 = 30 marks)

Part II*Answer any three questions.**All questions carry equal marks.**Answers should not exceed 1200 words.*

9. Enumerate and explain the usual psychological tests for assessing the suitability of candidates for jobs in a business organisation. Illustrate.
10. What is meant by performance appraisal ? Point out briefly its objectives, importance and the various techniques used in industrial units.
11. Write a full length essay on MBO, highlighting its specific objectives and its basic steps. Also identify the reasons why it is not successful in industries in Kerala.
12. Write an essay on the objectives, methods and techniques of supervisory development programmes.
13. What is Total Quality Management ? Discuss the importance of HRD for TQM.

(3 × 15 = 45 marks)