

BACHELOR'S DEGREE (C.B.C.S) EXAMINATION, MARCH 2025
2018, 2019, 2020, 2021 ADMISSIONS SUPPLEMENTARY
SEMESTER VI - CORE COURSE (English Literature and Communication Studies)
CE6B22B18 - Office Administration and Human Resource Management

Time : 3 Hours

Maximum Marks : 80

Part A

I. Answer any Ten questions. Each question carries 2 marks**(10x2=20)**

1. Mention any four purpose of an office.
2. State the function of the production department in an office.
3. Describe office administration.
4. List any two characteristics of organisation in an office.
5. Describe the main function of a head office.
6. Recall open office.
7. Define human resource management.
8. Explain absenteeism.
9. State the definition of manpower planning.
10. Identify the advisory functions of HRM.
11. Define layoff.
12. Briefly explain transfer.

Part B

II. Answer any Six questions. Each question carries 5 marks**(6x5=30)**

13. Explain the major elements of staffing in an organisation.
14. Explain the various types of employment interviews.
15. Explain the Open Door policy.
16. State the advantages and disadvantages of open office.
17. Write an essay on the merits and demerits of urban location.
18. Motivation is the core of management. Discuss.
19. Write an explanatory note nature and objectives of HRM
20. Explain the different types of transfer.
21. Enumerate the essentials of a good grievance procedure.

Part C

III. Answer any Two questions. Each question carries 15 marks**(2x15=30)**

22. Write an essay on the basic and management functions of an office.
23. Elucidate the role of a Human Resource Manager in an industry.
24. Enumerate the nature and significance of human resource management.
25. Discuss the various grievance procedures.