



# THE AMERICAN COLLEGE, MADURAI

(An Autonomous Institution Affiliated to Madurai Kamaraj University)  
Re-accredited (2<sup>nd</sup> Cycle) by NAAC with Grade "A", CGPA – 3.46 on a 4-point scale

## Backlog Arrear Examination, March 2021

**PCO 4602**

**Human Resource Management**

**Maximum: 75 marks**

**Duration: 3 hours**

**Answer any FIVE of the following**

**(5X15=75)**

1. Elaborate the operative functions of Human Resource Management.
2. Elucidate the various methods employed for recruiting employees.
3. Discuss the off-the-job training methods with its advantages and disadvantages.
4. Explicate the traditional methods of performance appraisal.
5. Enumerate the essentials of an effective performance appraisal system..
6. Narrate the steps in selection process.
7. Describe the measures to be taken to improve employee morale.

\*\*\*\*\*