

UNIVERSITY OF MADRAS
DEPARTMENT OF ADULT AND CONTINUING EDUCATION

SYLLABUS

Total Marks = 50

Subject: HUMAN RESOURCESMANAGEMENT

Marks = 20

Introduction of Human Resources Management - Importance of Human Resources - Human Resources Planning - Long and short term planning - Functions of Human Resources Management - Procurement - Separation – Placement – Induction.

Recruitment and selection – Job Analysis - Skills inventory- Job Description and Job Specification - Performance Evaluation - Ranking-rating scales-critical incident method - MBO as a method of appraisal -Job evaluation - Promotions and job enrichment.

Wage and Salary Administration – Employees’ Welfare, Safety and Health - Preventive approaches including health education - Audit of safety programs and safety training - Work-stress - Causes and Consequences - Stress-Management programs - Time Management.

GENERAL KNOWLEDGE (GK)

Marks = 15

INTERVIEW

Marks = 15

MODEL Question Paper.

UNIVERSITY OF MADRAS

SCHOOL OF SOCIAL SCIENCES

DEPARTMENT OF ADULT AND CONTINUING EDUCATION

M.A ENTRANCE EXAMINATION – 2022-2023

Name _____

Date:

TIME: 2HRS

CIRCLE THE CORRECT ANSWER

MARKS-35

1. Finding ways to reduce _____ is a key responsibility of management.

- A. Dissatisfaction
- B. Uncertainty
- C. Stress
- D. None of the above

2. The _____ and control systems should be altered to support the strategic human resource function.

- A. Appointment
- B. Reward
- C. Job allotment
- D. None of the above

3. HR professionals has to be skilled in the art of _____.

- A. Clarifying
- B. Handling people
- C. Expansion
- D. Decision

4. _____ is considered as a strategic activity.

- A. Recruitment
- B. Planning
- C. Productivity
- D. All of the above

5. _____ suggests Human Resource Strategy in itself may not be effective.

- A. Peter Drucker
- B. Tony Groundy
- C. John Zimmerman
- D. Anonymous

6. Pettigrew & Whipp identified _____ central factors for managing change successfully.

- A. Three
- B. Four
- C. Five
- D. Six