

Govt arts and science college, peravurani

BBA Department

Subject;Human resource management

Marks(40*1=40)

1. The first HRD department in the Indian corporate sector was started in 1975 in
 - a. Tata Steel
 - b. Larsen and Toubro (L&T)
 - c. Hindustan Lever
 - d. None of the above
2. Which of the following creates demand for human resources and management?
 - a. Shortage of labor
 - b. Abundance of capital
 - c. Expansion of industry
3. Human resource management helps improve
 - a. Profits
 - b. Power
 - c. Production
 - d. Productivity
4. To achieve goals organizations require employees
 - a. Commitment
 - b. Cooperation
 - c. Control
 - d. Direction
 - e. Both 3 and 4
5. Human Resource Management does not includes
 - a. Training
 - b. Cost control
 - c. Recruitment
 - d. Selection

6. The main aim of human resources and management is to maximize organizational as well as employees _____
- Efficiency
 - Effectiveness
 - Economy
7. What is the focus of Human Resource Management?
- Money
 - Men
 - MachEcon
8. Personnel management is
- Routine
 - Pro-active
 - on-going
9. Which of the following is not a method of On the job Training
- Mentoring
 - Simulations
 - JIT
 - Job Rotation
10. Which of the following is not a method of off the job Training
- under study
 - Conferences
 - Sensitivity
 - Seminar
11. The actual achievements compared with the objectives of the job is
- Job performance
 - Job evaluation
 - Job description
 - None of the above

12. The following is (are) concerned with developing a pool of candidates in line with the human resources plan
- Development
 - Training
 - Recruitment
 - All of the above
13. Majority of the disputes in industries is (are) related to the problem of
- Wages
 - Salaries
 - Benefits
 - All of the above
14. In an organisation initiating career planning, the career path model would essentially form the basis for
- Placement
 - Transfer
 - Rotation
 - All of the above
15. Performance development plan is set for the employee by his immediate boss.
- Employer
 - Department Head
 - Immediate boss
 - Any of the above
16. The following type of recruitment process is said to be a costly affair.
- Internal recruitment
 - External recruitment
 - Cost remains same for both types

17. Large recruitment ____ problematic and vice-versa
- a. Less
 - b. More
 - c. Any of the above
18. The _____ programme once installed must be continued on a permanent basis.
- a. Job evaluation
 - b. Training & Development
 - c. Recruitment
 - d. All of the above
19. For closure, every worker is to be compensated with _____ average pay for every year of service completed
- a. 15 days
 - b. 20 days
 - c. 25 days
 - d. 30 days
20. The basic managerial skill(s) is(are)
- a. To supervise
 - b. To stimulate
 - c. To motivate
 - d. All of the above
21. The process which is continuous and stops only when the organisation ceases to exist
- a. Training
 - b. Job evaluation
 - c. Hiring
 - d. All of the above

22. Union leaders at different levels & at federations are elected on _____
- a. democratic principle
 - b. political considerations
 - c. employer's recommendation
 - d. seniority basis
23. The following factor would be relatively low if supply of labour is higher than demand.
- a. production
 - b. labour cost
 - c. wage
 - d. all of the above
24. The following is (are) the option(s) while planning for surplus
- a. Reassign the jobs
 - b. Redesign the jobs
 - c. Reduce work hours
 - d. All of the above
25. The following are the factors which come under ' Work planning' that is component systems of HRD
- a. Contextual analysis
 - b. Role analysis
 - c. Performance appraisal
 - d. All of the above
26. _____ is the simple act of comparison & learning for organisational improvement
- a. Benchmarking
 - b. Feedback
 - c. Ranking
 - d. Job evaluation

27. _____ can be defined as a written record of the duties, responsibilities and conditions of job.
- Job description
 - Job specification
 - Job profile
 - None of the above
28. The three types of forecasts are
- Economic, employee market, company's sales expansion
 - Long, Short, Medium
 - Production, economic, company's sales expansion
 - Production, labor, economic
29. Under point method, factor(s) generally considered are
- Skill, effort, Accountability
 - Skill, job enrichment, accountability
 - Wage, job enrichment, accountability
 - Wage effort, accountaeconomic
30. HRD process variable include
- Role clarity
 - Work planning
 - Better communication
 - All of the above
31. The following is (are) included in salary survey.
- Average salary
 - Inflation indicators
 - Salary budget averages
 - All of the above

32. Under training and development plan, the form is to be prepared in _____ form.
- a. Duplicate
 - b. Structured
 - c. Detailed
 - d. None of the above
33. When effort to earn additional income through a second job does not bear fruit, such type of efforts & the consequent results may be called as
- a. Red moon lighting
 - b. Blue moon lighting
 - c. Yellow moon lighting
 - d. Silver moon lighting
34. Which pay is one of the most crucial pay given to the employee & also shown in the pay structure?
- a. Performance
 - b. Strategic
 - c. Bonus
 - d. Commission
35. 360 -Degree Feedback enhances the quality of _____ decisions.
- a. HR
 - b. Management
 - c. HRD
 - d. All of the above
36. During the lay off period, the employer has to pay _____ of the basic wages.
- a. One fourth
 - b. Half
 - c. Three fourth
 - d. One third

37. _____ involves a one to one discussion between the participant and administrator.
- a. Counselling
 - b. Training
 - c. Motivation
 - d. All of the above
38. _____ appraisal done separately will provide feedback on the potential of these managers.
- a. Potential
 - b. Managerial
 - c. General
 - d. Administrative
39. _____ system stresses on discipline and there is simplicity in the form.
- a. Merit rating
 - b. Point rating
 - c. Both 'a' and 'b'
40. A key HR role in the firm will be multidisciplinary consulting around
- a. Individual
 - b. Team
 - c. Business unit
 - d. All of the above.

Answer keys

1.a, 2.d, 3.d, 4.e, 5.b, 6.b, 7.b, 8.a, 9.b, 10.a,11.a,12.c, 13.d, 14.d, 15.d, 16.b, 17.a, 18.a, 19.a,20.d,21.c,22.a,23.c,24.d, 25.d,26.a, 27.a, 28.a, 29.a, 30.d, 31.d,32.a, 33.b,34.a, 35.d,36.b,37.a,38.a,39.a, 40.d

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