
SAMPLE QUESTION PAPER

SEM VI HUMAN RESOURCE MANAGEMENT SET -10

Date of exam 03/10/2020 8:00AM-9: 00AM

Time:1 Hour

Marks :50

Note 1.All questions are compulsory.

2.Each question is for 2 marks.

1. _____ is the process of estimating future manpower needs of the organisation.

a) Selection b) HR Planning

c)Recruitment d) Placement

2. _____ is an organised factual statement of duties and responsibilities of a specific job

a) Job analysis b) Job description

c)Job title d) Job specification

3. _____ are conducted as per rules and regulations.

a) Formal b) Informal

c) Group d) Unstructured

4. _____ test is conducted to judge specific talent or skill to handle a particular .type of job

a) Aptitude b) Intelligence

c) Performance d) Perception

5. _____ is a source of external recruitment.

a) Promotion b) Campus recruitment

c) Internal ads d) Transfer

6. _____ is a specific format to acquire information about candidates applying for the job.

- a) Interview letter b) Application blank
- c) Appointment letter d) Invitation letter

7. Job enlargement is _____ of the job.

- a) Vertical expansion of the job b) Horizontal expansion
- c) Movement from one job to another d) Division of the job into smaller parts

8. _____ is a learning process required by managers for enhancing general administrative skills.

- a) Development b) Performance appraisal
- c) Coaching d) Placement

9. _____ is the integrated use of training and development, organisational development and career development to improve individual, group and organisational effectiveness

- a) Human Resource Planning. b) Human Resource Development
- c) Human Resource Management d) Human Resource Management.

10. _____ is the process of choosing the right person for the right job.

- a) Recruitment b) Placement
- c) Selection d) Induction

11. The employee controls the direction of communication in this method of counselling.

- a) Directive b) Active listening skills
- c) Participative d) Non-directive

12. _____ is a modern technique of performance appraisal.

- a) Human Resource Accounting b) Check list

c) Ranking method d) Narrative essay

13. .._____ refers to group discussion of ideas..

- a) Brain storming b) Role playing
c) Readings and references d) Seminars

14. _____ is the activity of influencing people to strive willingly for group.

- a) Communication b) Motivation
c) Inspiration d) Leadership

15. _____ needs are at the top of the hierarchy as per Abraham Maslow ,
subordinates.

- a) Esteem b) Self actualisation
c) Social d) Safety

16. Theory Y is based on _____ assumptions of human nature

- a) Positive b) Negative
c) Reactive d) Interactive

17. _____ is a feeling of injustice at the workplace.

- a) Grievance b) Job dissatisfaction
c) Displeasure d) Complaint

18. Drinking water, First aid and rest rooms are _____ provided by the company to
employees.

- a) Statutory welfare measures b) Health measures
c) Safety measures d) Non -statutory measures

19. _____ is the ability to manage emotions at the work place.

- a)EQ b)SQ c) Presence of mind d)Attitude

20. _____ competencies refer to key areas of expertise.

- a)Technical b)Core
c) Functional d) Organisational

21. _____ means giving employees autonomy and responsibility for decision making

- a)Empowerment b) Encouragement
c) Engagement d)Education

22. _____ is an integrated system used to gather, store and analyse information regarding employees.

- a)HRIS b)HRD
c)HRA d)MIS

23. Workforce _____ has created new challenges for human resource management.

- a)uniformity b) equality
c) regularity d)diversity

24. Downsizing means _____ elimination of jobs

- a)gradual b)planned,
c)unplanned d)sudden

25. _____ are persons born between 1979 and 1999.

- a) Millennials b)Baby boomers
c)Zoomers d) Centennials

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Answer Key Set A

1.HR Planning

2.b) Job description

3.a)Formal

4.a)Aptitude

5.b)Campus recruitment

6.b)Application blank

7.b)Horizontal expansion

8.a)Development

9.b)Human Resource Development

10.c)Selection

11.d)Non Directive

12.a)Human Resource Accounting

13.a)Brainstorming

14.d) Leadership

15.b)Self actualisation

16.a)Positive

17.a)Grievance

18.a) Statutory welfare measures.

19a)EQ.

20. b)Core

21 a) Employee empowerment.

22.a)Human Resource Information System

23.d)Diversity

24.b)Planned

25.a)Millennials

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SEM V I HUMAN RESOURCE MANAGEMENT SET B

Date of exam 03/10/2020 8:00AM-----9:00AM

Time:1 Hour

Marks :50

Note 1.All questions are compulsory.

2.Each question is for 2 marks.

1.Strateic HRM is the _____management of people.

a)reactive b)proactive c) interactive d)overactive

2._____is a process of finding and stimulation of prospective employees to apply for jobs in the organisation. .

a)Selection b)Recruitment c)Training d)Placement

3._____ is a summary of human qualities required to perform the job effectively.

a) Job description b) Job specification c)Jon enlargement d)Job analysis

4._____is an internal source of recruitment

a) Consultants b) Advertisement c)Promotion d)Employment exchange

5.Interview is a._____ between the interviewer and the interviewee.

a)one way b) two way c)best way d)only way

6_____means breaking the job into small sub- parts.

a)Job simplification b)Job rotation c)Job enlargement d) Job enrichment

7_____manager plays an important role in counselling and stress management.

a)Production manager b)Marketing manager c)HR manager d)Finance manager

8._____is an on-the job training method .

a) Case study method b)Mentoring c)Role playing d)Management games

9. _____ effect occurs when the rater evaluates the employee on the basis of one positive quality.

- a) Horn b) Halo c) Spill over d) Central Tendency
c) Product mix d) Place mix

10. _____ is a traditional method of performance appraisal..

- a) Confidential reports b) Role analysis c) MBO d) 360 degree appraisal

11. _____ helps to introduce newly appointed employees to existing employees

- a) Selection b) Induction c) Training d) Recruitment

12. Career planning facilitates career upgradation, improves morale and leads to _____ of the employee.

- a) Job satisfaction b) Corporate image c) Removal d) employee retainment.

13. _____ planning is a process to fill up key organisational positions .

- a) Investment b) Succession c) HR d) Career

14. _____ leadership theory involves motivating and directing followers primarily through appealing to their own self interest .

- . a) Trait b) Transactional c) Transformational d) Theory X

15. _____ is a non financial factor affecting motivation.

- a) Salary b) Recognition c) Allowances d) Bonus

16. Spiritual quotient consists of honesty ,integrity and_____.

- a) ethical values b) religion c) culture d) pride

17. _____ leadership style the leader takes all decisions without consulting the subordinates.

- a) Autocratic b) Democratic c) Participative d) Consultative

18. According to Need Hierarchy Theory _____ needs are the basic needs of human beings

- a) Psychological b) Physiological c) Social d) Esteem

19. Lighting and ventilation, placement of machines and fire protection are

- a) employee health & safety measures b) employee welfare measures
c) employee benefits d) employee entitlements

20. Employee _____ refers to the extent to which employees are committed to the organisation.

- a) engagement b) empowerment c) absenteeism d) participation

21. _____ is gradual reduction of the workforce through resignation, retirement and death.

- a) Attrition b) Downsizing c) Retrenchment d) Outsourcing

22. _____ competencies include the mission, vision and values.

- a) Technical b) Organisational c) Individual d) Behavioural

23. Innovative culture is the work _____ that managers must encourage to nurture, develop and generate innovative ideas.

- a) environment b) ethics c) culture d) place

24. Personal mastery, team learning with shared vision and mental models are features of _____ organisation.

- a) learning b) business c) political d) social

25. _____ mapping is the process of identifying key competencies for an organisation.

- a) Mind b) Competency c) Direct d) Associative

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ANSWER KEY SET B

- 1.b)Proactive
- 2.b)Recruitment
- 3.b)Job specification
- 4.c)Promotion
- 5.b)Two-way
- 6.a)Job simplification.
- 7c)Marketing Information System
- 8.c)HR Manager.
- 9.b)Halo
- 10.a)Confidential reports.
- 11.b)Induction
- 12.a)Job satisfaction.
- 13.b)Succession
- 14.b)Transactional
- 15.b)Recognition
- 16.a)Ethical values.
- 17.a)Autocratic
- 18.a)Physiological
- 19 a)Employee health &safety measures
- 20.a)Engagement
- 21.a)Attrition
- 22.b)Organisational
- 23.a)Environment
- 24.a)Learning
- 25.b)Competency

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