UNIT: 1 INTRODUCTION
HUMAN RESOURCE MANAGEMENT
(MCQ)

Que:1 Human resource management emphasis-
   a. Development of people
   b. Punishment of people
   c. Adoption of people
   d. None of these

Ans: a

Que:2 Human resource management is amalgam of-
   a. Job analysis, recruitment and selection
   b. Social behaviour and business ethics
   c. Organisational behaviour, personal management and industrial relation
   d. Employer and employees

Ans: c

Que:3 Planning, organizing and controlling of procurement, development, compensation, integration of human resources to the end that objectives of individual, organisation and society are achieved given by-
   a. Storey
   b. Flippo
c. Vetter
d. F.W. Taylor

Ans: b

Que: 4 Operative functions of HRM includes-

a. Procurement, development, compensation & motivation
b. Maintenance
c. Integration and emerging trends
d. All of these

Ans: d

Que: 5 Basic managerial functions of HRM are-

a. Planning, organising, staffing
b. Planning, organising and co-ordinating
c. Planning, organising, directing and controlling
d. None of these

Ans: c

Que: 6 Which of the following statement is/are correct?

a. HRM is a strategic management functions
b. Under HRM employee is treated as resource
c. HRM is the management of skills, talent and abilities
d. HRM lacks the organisation to achieve its goals

Ans: b

Que: 7 Following are the characteristics of HRM except-

a. Pervasive function
b. Interdisciplinary function
c. Integrating mechanism
d. Job oriented

Ans: d

Que: 8 Challenges faced by Human resource management includes-

a. Technological changes, workforce diversity, globalisation
b. Productivity, career planning
c. Compensation management
d. Downsizing and voluntary retirement scheme

Ans: a

Que: 9 The process of familiarizing the new employees to the organisation rules and regulations is known as-

a. Placement
b. Induction
c. Recruitment
d. Selection

Ans: b

Que: 10 Human resource management means-

a. A method which an organisation collects, maintains and reports information on people and jobs
b. The process of integrating the employees’ needs and aspirations with organizational needs
c. The process of bringing people and organisation together so that the goals of each are achieved
d. The efforts to make life worth living for workers

Ans: c

UNIT- IV TRAINING AND DEVELOPMENT

(MCQ)

Que: 1 Training process is-

a. Short term
b. Medium term
c. Long term
d. None of these
Ans: a

Que: 2 OJT stands for-
   a. On the job training
   b. On the job technique
   c. On the job technology
   d. Off the job training
   Ans: a

Que: 3 On the job training includes-
   a. Coaching
   b. Conference
   c. Understudy
   d. All of these
   Ans: d

Que: 4 In ------- training, a training centre is set-up and actual job conditions are
duplicated or simulated in it-
   a. Classroom
   b. Apprenticeship
   c. Internship
   d. Vestibule
   Ans: d

Que: 5 ------- is the process of imparting or increasing knowledge or skill of an
employee to do a particular job.
   a. Training
   b. Development
   c. Motivation
d. Leadership
Ans: a

Que: 6 Methods of training and development are-
   a. Off the job
   b. On the job
   c. Both (a) and (b)
   d. None of these
Ans: c

Que: 7 ---- is a device or situation that replicates job demands at on the job site.
   a. Brainstorming
   b. Simulation
   c. Artificial intelligence
   d. Transactional analysis
Ans: b

Que: 8 Management development –
   a. Is a short term in nature
   b. Focuses on employees’ current job
   c. Is an informal activity
   d. Aims at overall development of a manager
Ans: d

Que: 9 Off the job training method includes:
   a. Vestibule training
   b. Syndicate
   c. Sensitivity training
d. All of these
Ans: d

Que: 10 Simulation technique of off the job method includes:
   a. Role playing
   b. In-basket exercise
   c. Case study
   d. Management game
   e. All of these
Ans: e

UNIT - V JOB EVALUATION AND PERFORMANCE APPRAISAL

(MCQ)

Que: 1 Relative worth of a job is known by-
   a. Job design
   b. Job analysis
   c. Job evaluation
   d. Job change
Ans: c

Que: 2 Methods of job evaluation are-
   a. Qualitative method
   b. Quantitative method
   c. Both (a) and (b)
   d. None of these
Ans: c

Que: 3 Quantitative job evaluation method are-
   a. Ranking method
   b. Point rating method
   c. Factor comparison method
   d. Both (b) and (c)
Ans: d

Que: 4 Qualitative job evaluation method are-
   a. Ranking
   b. Grading
   c. Point Rating
   d. Both (a) and (b)
Ans: (d)

Que: 5 Process of studying and collecting information about a job is known as-
   a. HRP
   b. Job design
   c. Job analysis
   d. Job evaluation
Ans: (c)

Que: 6 Jobs analysis results in-
   a. Job description
b. Job specification

c. Job evaluation

d. All of (a), (b) and (c)

Ans: (d)

Que: 7 Job description is a statement containing items like-

a. Job title, location and duties

b. Machines, tools and equipment

c. Materials, working conditions and hazards.

d. All of these.

Ans: (d)

Que: 8 ……………is a factual statement of tasks & duties involved in a job.

a. Job description

b. Job specification

c. Job Analysis

d. Job evaluation

Ans: (a)

Que: 9 Job Specification is a statement of-

a. Min qualification required for o job

b. Technical job requirement

c. Machines to be used

d. None of these

Ans. (a)

Que: 10 Job analysis is helpful in-

a. HRP, recruitment and selection
b. Training and development

c. Job evaluation and performance appraisal

d. All of these

Ans: d

Que: 11 ------ arranges the job in numerical order from highest rank to lowest rank on the basis of duties and responsibilities.

   a. Ranking method
   b. Grading method
   c. Point rating method
   d. Factor comparison method

Ans: a

Que: 12 ------ a predetermined groups or classes are established and jobs are assigned to each classification:

   a. Ranking method
   b. Grading method
   c. Point rating method
   d. Factor comparison method

Ans: b

Que: 13 ------ the more compensable factor a job possess the more points are assigned to it:

   a. Ranking method
   b. Grading method
   c. Point rating method
   d. Factor comparison

Ans: c
Que:14 ------ few key jobs are selected and compared in terms of common factors:
   a. Factor comparison method
   b. Ranking method
   c. Grading method
   d. Point rating method
Ans: a

Que: 15 ------ is the systematic, periodic and impartial rating of an employee excellence in matters pertaining to his present job and his potential for a better job.
   a. Performance appraisal
   b. Compensation and motivation
   c. Training and Development
   d. Performance indicator
Ans: a

Que: 16 Traditional method of performance appraisal includes-
   a. Confidential reports
   b. Paired comparison method
   c. Free form or easy method
   d. All of these
Ans: d

Que: 17 Modern method of performance appraisal are:
   a. Assessment centre method
   b. Management by objectives
   c. BARS (Behaviourally anchored rating scale)
d. All of these
Ans: d

Que: 18 ------ is a performance appraisal technique in which appraisers rate critical employee behaviour.

a. MBO
b. BARS
c. BOS
d. BOSS

Ans: b

Que: 19 ------ is a performance appraisal technique that involves agreement between employee and manager on goals to be achieved in a given period.

a. Rating scales
b. BARS
c. BOS
d. MBO

Ans: d

Que: 20 The combination of peer, superior, subordinate and self-review appraisal is known as-

a. 360° appraisal
b. Human resource accounting system
c. All round review
d. Feed forward

Ans: a
NOTES:

Name of the books for references:

1. Marketing management and Human resource management by TEE DEE Publication

2. Marketing management and Human resource management by Oxford Publication

3. Marketing management and Human resource management by Academic Publication