

TYBBI- Semester VI

Subject: HRM

1 HRM is concerned with_____.

Answer4

Worker	Industrial relation	Field Staff	All employees
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2 HRM is a _____ and multidisciplinary approach

Answer 2

broad	dynamic	static	narrow
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3 HRM help the organisation reach its _____.

Answer2

Morale	Goal	Clarity	Respect
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4 HRM is _____ in nature.

Answer4

Increase	Overall	Developed	Universal Application
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5 _____ does not include under the functions of human resource management.

Answer1

Profitability	Planning	Recruitment	Organising
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6 Every organisation has some_____.

Answer1

Objectives	Interest	Group	Attitudes
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7 _____ is the Human Relation Policy

Answer1

Open communication	Common interest	Mutual acceptance	Organising
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8 The Human Resource System covers_____ **Answer2**

Training and Development	Recruit and Selection	Job design and Evaluation	Job Enrichment
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9 The scope of HRM does not include _____ **Answer3**

Retirement of employees	Manpower	Maintenance of accounts	Training of Employees
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10 HR managers are generally the_____managers. **Answer3**

Line	Middle	Staff	Top
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11 _____activities are not included in the scope of human resource management. **Answer4**

Job Analysis and Design	Motivation and communication	Safety and Health	Organizational Structure and design
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12 The _____ programme once installed must be continued on a permanent basis. **Answer1**

Job Evaluation	Training & Development	Recruitment	Selection
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13 Job analysis provides information used for writing_____. **Answer3**

Organisation chart	Policy	Job Description	Procedure
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14 The _____ provides the essential information on which each job is evaluated. **Answer3**

Job Ranking	Job Enrichment	Job Description	Job Enlargement
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15 The thorough & detailed study. Regarding jobs within an organisation is represented by_____. **Answer1**

Job Analysis	Job Description	Job Specification	Job Evaluation
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16 Determining the duties and characteristics of position in staffing, known as _____. **Answer2**

Job description	Job analysis	Job specification	Organisation chart
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17 A job enrichment is a way to _____. **Answer1**

Motivate Employees	Compensate Employos	Staffing new Employees	Policy of employees
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18 Work Design is concerned with the ____ of work system in any type of organisation or institution.

Answer3

Study	Design	Study and design	Management
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19 Job design is the consciously planned structuring of ____ performed by an individual or a team of persons.

Answer1

Work effort	Duties	Responsibilities	Study
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20 Jobs are set of _____. **Answer3**

Micromotions	Elements	Tasks	Study
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21 _____ is the process of collecting job related information

Answer1

Job analysis	Job design	Methods of collecting job data	Policy
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22 _____ are responsible for assisting and advising line managers in areas like recruiting, hiring, and compensation.

Answer1

Human Resource Managers	Staff managers	Line managers	Board Members
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23 The first step of HRP is _____. **Answer1**

Forecasting future HR needs	Analyzing existing HR	Implementation of HR plan	Evaluate & redesign of HR plan
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24 _____ of these is the most important external factor governing recruitments. **Answer4**

Sons of soil	Labour market	Unemployment rate	Supply and Demand
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25 A major internal factor that can determine the success of the recruiting programme is _____. **Answer1**

HRP	Selection	Induction	Lower costs
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26 the recruitment process comprise of _____ stages. **Answer3**

seven	twelve	five	nine
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27 _____ is the main objective of the recruitment and selection process. **Answer2**

Recruit the right candidates	Meet the high labour turnover	To reduce the costs of recruiting	Sources of recruitment
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28 _____ is the hiring of relatives in recruitment programmes in family owned firms. **Answer2**

Leasing	Nepotism	Loyalty	placement
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29 Advertisements through newspapers, TV, radio, and magazines are _____ methods of recruitment **Answer2**

Direct	Indirect	Third-party	Two-party
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30 When candidates are shortlisted fulfilling the minimum requirement of the job is as _____. **Answer2**

Placement screening	Pre-employment screening	Compensatory screening	Affirmative screening
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31 Recruitment and selection involves the _____ except. **Answer3**

Building a pool of candidates	Completing application form by applicants	Reduction of the work force	Employment planning and forecasting
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32 _____ is a step in training process. **Answer4**

KSA deficiency	Provide proper feedback	Obstacles in the system	Use of evaluation models
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33 _____ is an off - the - job training method. **Answer1**

Television	Job rotation	Orientation training	Coaching
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34 training refers to the process of imparting _____ skills. **Answer2**

General	Specific	Important	Overall
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35 _____ is any learning activity, which is directed towards future needs rather than present needs. **Answer4**

Training	Education	Instruction	Development
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36 Development concerned more with _____. **Answer3**

Immediate performance	Succession Planning	Career growth	Training
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37 _____ is application oriented.

Answer2

learning	Training	Education	Specific
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38 In general training is related to_____.

Answer2

Conceptual	Technical aspects	Development	Human skills
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39 _____ is method of on th job training.

Answer4

Case study	Group discussion	Role play	Job instruction
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40 Training and Development leads to improve _____

Answer3

Decision	Attitude	Profitability	loss
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41 The usage of internet for training the employees of an organisation is classified as_____.

Answer4

Supported learning	Outsource learning	Compression training	E-learning
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42 _____ is a systematic approach to providing monetary value to employees

Answer2

Allowances	Compensation	Salary	Rewards
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43 Special allowance is a part of_____.

Answer1

Direct compensation	Performance compensation	Indirect compensation	No compensation
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44 Employee violates the rules of organisation because of which he has to leave the job, is an example of_____.

Answer3

Premature Retirement	Compulsory Retirement	Forced Retirement	Voluntary Retirement
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45 _____ compensation are given at a regular interval at a definite time. **Answer2**

External	Internal	Monetary	Traditional
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46 PF/Gratuity is a part of _____ compensation. **Answer2**

Paid	Direct	Indirect	unpaid
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47 The committees which promote workers' participation in management are usually only at the _____. **Answer4**

man power planning	orientation	promotion	Shop-floor level
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48 _____ is not usually an eg of indirect participation by the employees in participative management. **Answer4**

worker-director	Collective bargaining	A joint management council member	Suggestion-box scheme
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49 Joint management councils are normally formed in an organization at a level which is _____. **Answer2**

Above the board directors	Below the board but above the shop-floor level	Below the shop-floor level	Below the manager
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50 Health insurance, retirement pension, payment for overtime, etc., are _____. **Answer3**

Base pay	Variable pay	Benefits	Payable
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