

MCQ's

203 HRM: Human Resource Management

Unit-1 Human Resource Management: Concept and Challenges		
Sr.no	Question	Answer
1	Human resource management emphasis a) Development of people b) Punishment of people c) Adoption of people d) None of these	a
2	Human resource management is amalgam of a) Job analysis, recruitment and selection b) Social behavior and business ethics c) Organizational behavior, personal management and industrial relation d) Employer and employees	c
3	Planning, organizing and controlling of procurement, development, compensation, integration of human resources to the end that objectives of a) Storey b) Flippo c) Vetter d) F.W. Taylor	b
4	Operative functions of HRM includes a) Procurement, development, compensation & motivation b) Maintenance c) Integration and emerging trends d) All of these	d

5	<p>Basic managerial functions of HRM are</p> <p>a) Planning, organizing, staffing</p> <p>b) Planning, organizing and co-ordinating</p> <p>c) Planning, organizing, directing and controlling</p> <p>d) None of these</p>	c
6	<p>Which of the following statement is/are correct?</p> <p>a) HRM is a strategic management functions</p> <p>b) Under HRM employee is treated as resource</p> <p>c) HRM is the management of skills, talent and abilities</p> <p>d) HRM lacks the organisation to achieve its goals</p>	b
7	<p>Following are the characteristics of HRM except</p> <p>a) Pervasive function</p> <p>b) Interdisciplinary function</p> <p>c) Integrating mechanism</p> <p>d) Job oriented</p>	d
8	<p>Challenges faced by Human resource management includes</p> <p>a) Technological changes, workforce diversity, globalisation</p> <p>b) Productivity, career planning</p> <p>c) Compensation management</p> <p>d) Downsizing and voluntary retirement scheme</p>	a
9	<p>The process of familiarizing the new employees to the organisation rules and regulations is known as</p> <p>a) Placement</p> <p>b) Induction</p> <p>c) Recruitment</p> <p>d) Selection</p>	b

10	<p>Human resource management means</p> <ul style="list-style-type: none"> 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 	c
11	<p>HRM is concerned with the _____ in the organisation.</p> <ul style="list-style-type: none"> a) company b) people c) industry d) society 	b
12	<p>HRM can be understood as a process of</p> <ul style="list-style-type: none"> a) Processing b) Developing c) Maintaining People d) All the above 	c
13	<p>HRM is an art of</p> <ul style="list-style-type: none"> a) Preparation of a task b) coordinating middle management c) Helping top management d) Managing people 	d

14	<p>Why are employers interested in employee engagement?</p> <p>a) To encourage employees to trust their manager.</p> <p>b) To make a quick profit</p> <p>c) To make employees work harder for less</p> <p>d) Because engaged employees are more motivated and prepared to give their best to make the firm succeed.</p>	d
15	<p>HR policy makes employees</p> <p>a) Train for future positions</p> <p>b) A better person /worker</p> <p>c) A knowledgeable person</p> <p>d) All the above</p>	a
16	<p>Healthy HRM practices can help the organization</p> <p>a) To reduce the disputes/ conflicts</p> <p>b) To increase the promotional opportunities</p> <p>c) To realize the employees</p> <p>d) To maintain cardinal relationship</p>	d
17	<p>_____practices teach individuals team work and adjustment</p> <p>a) Personnel management</p> <p>b) Effective Human Resource</p> <p>c) Employee welfare</p> <p>d) Healthy, safety and welfare</p>	b
18	<p>Employee training requires to meet</p> <p>a) Job requirement</p> <p>b) Job enhancement</p> <p>c) Job Analysis</p> <p>d) Job Enrichment</p>	a

19	<p>_____ can be promoted for the top level job</p> <p>a) Potential employees b) Legal employees c) Skilled employees d) Trained employees</p>	a
20	<p>When industrial development increased by HR, it also stimulates</p> <p>a) Organizational modifications b) Economy c) Technology d) Socio cultural change</p>	b
21	<p>SHRM mold the human resource in such a way to attain the</p> <p>a) Profit b) Organizational goal c) Individual goal d) Market Share</p>	b
22	<p>Perception of human assets as higher risk investment is a barrier to</p> <p>a) HRM b) SHRM c) HRP d) Economy</p>	b
23	<p>SHRM was first time evolved in the year</p> <p>a) 1964 b) 1974 c) 1984 d) 1994</p>	c

24	<p>The primary source of competitive advantage in SHRM is</p> <ul style="list-style-type: none"> a) people b) pattern c) technology d) Process 	a
25	<p>advantages of Outsourcing doesn't include</p> <ul style="list-style-type: none"> a) Avoid over staffing b) Avoid difference in HRM c) Reduce cost d) none of the above 	d
26	<p>_____ are the resources that provide utility value to all other resources.</p> <ul style="list-style-type: none"> a) Finance b) Men c) Machine d) Capital 	b
27	<p>Which of the following is not a component of SHRM</p> <ul style="list-style-type: none"> a) Process b) Pattern c) Procedure d) People 	c
28	<p>SHRM develop an organizational culture that fosters</p> <ul style="list-style-type: none"> a) innovation b) flexibility c) competitive advantage d) All of the above 	d

29	<p>SHRM is the linkage between the human resource strategy and _____</p> <ul style="list-style-type: none"> a) Organizational Goal b) corporate-level strategies c) Organizational Policies d) All of the above 	b
30	<p>SHRM Considers people as a strategic resource for attaining</p> <ul style="list-style-type: none"> a) Organizational Goal b) Organizational Objectives c) Competitive advantage d) Top Position in the market 	c
31	<p>HR also focuses on</p> <ul style="list-style-type: none"> a) Physical and emotional capital b) The confident of employees c) Communication styles of the workers d) Attitude of the worker 	d
32	<p>What is Harmonious relationship at workplace</p> <ul style="list-style-type: none"> a) Friendly in nature b) Pleasing and consistent c) cordial and available d) All the above 	d
33	<p>Working condition activities refers with</p> <ul style="list-style-type: none"> a) Additional facilities like gym b) Policy and procedure of a firm c) Health, safety, welfare services d) culture of the organization 	c

34	<p>Employee welfare is about</p> <ul style="list-style-type: none"> a) Determining employees' real needs b) Giving challengeable work c) Showing the path by right leadership d) Salary benefits 	a
35	<p>_____ is the art and science.</p> <ul style="list-style-type: none"> a) Labour legislation b) Human Resource Management c) Allotment of right job to right one d) All of the above 	b
36	<p>The scope of the HRM start from the</p> <ul style="list-style-type: none"> a) Manpower needs b) Organizational needs c) Social needs d) Industry welfare 	a
37	<p>_____ are necessary to match the changing job requirements</p> <ul style="list-style-type: none"> a) Finance experts b) Marketing experts c) Technical skill personal d) Legal experts 	c
38	<p>_____ influence the financial wealth of the organization</p> <ul style="list-style-type: none"> a) Technological conditions b) Social conditions c) Political conditions d) Economical conditions 	d

39	<p>_____have strength to match the growth of industrialization</p> <p>a) Govt organization b) Private organization c) Private organization d) All the above</p>	b
40	<p>seek to organize with____over the terms and conditions of employment for their members</p> <p>a) Labour unions, Management b) Employer, employee c) Supervisor, subordinate d) Leader, follower</p>	a
41	<p>Labor market deals with</p> <p>a) Job enrichment b) Job enlargement c) Demand and supply of labour d) Promotions and transfer</p>	c
42	<p>Organization undergoes changes consequent with</p> <p>a) Alternation in the organizational management b) Changes in demand of employees c) Changes in the labour market d) Modification in the job</p>	b
43	<p>. _____ is the framework defined by the HR department to manage the hr activities systematically.</p> <p>a) HR Goals b) HR Objectives c) HR strategies d) HR Policies</p>	d

44	<p>_____ will assist the HR department to take decisions in critical situations with ease</p> <p>a) HR Policies b) HR Objectives c) HR Goals d) HR strategies</p>	a
45	<p>_____ are the set of procedures which is developed to make the things happen in a systematic way.</p> <p>a) Standing Order b) Policies c) Rules d) Strategies</p>	b
46	<p>Human Resource Management Policies are developed by the</p> <p>a) Top Management b) Line Managers c) HR Department d) HR Manager</p>	c
47	<p>HR Policies are developed to bring _____ in the organisation</p> <p>a) Pace b) Harmony c) Systematic Approach d) Cooperation</p>	c
49	<p>_____ is not a policy included in HR Policy</p> <p>a) Compensation Policy b) Strategic Policy c) T&D Policy d) Performance appraisal Policy</p>	b

50	Allowances and bonus of the employees are discussed in _____ Policy a) Payment b) Revenue c) Compensation d) Employee engagement	c
----	---	---

	Unit-2 HR Acquisition & Retention	
1	<p>_____ is the process of forecasting an organizations future demand for, and supply of, the right type of people in the right number.</p> <p>a) Human Resource Planning b) Recruitments c) Human Resource Management d) Human Capital Management</p>	a
2	<p>Which of the following factors state the importance of the Human Resource Planning?</p> <p>a) Creating highly talented personnel b) International strategies c) Resistance to change and move d) All of the above</p>	d
3	<p>A process that is used for identifying and developing internal people with the potential to fill key business leadership positions in the company is called _____.</p> <p>a) Highly talented personnel creation b) Investing in human resources c) Succession planning d) None of the above</p>	c
4	<p>Human Resource Planning facilitates international expansion strategies.</p> <p>a) True b) False</p>	a
5	<p>Which of the following option is not the factor that hinders with the human resource planning process?</p> <p>a) Type and quality of forecasting information b) Time horizons c) Environmental uncertainties d) Unite the perspectives of line and staff managers</p>	d

6	<p>What is the major issue faced while doing personal planning?</p> <p>a) Type of information which should be used in making forecasts</p> <p>b) Types of people to be hired</p> <p>c) Multiple positions to be filled</p> <p>d) All of the above</p>	a
7	<p>Rearrange the following steps involved in the Human resource planning process in proper order.</p> <p>A. HR Programming</p> <p>B. HR Demand Forecast</p> <p>C. Environmental Scanning</p> <p>D. Control and evaluation of programme</p> <p>E. Surplus - restricted hiring</p> <p>F. HRP implementation</p> <p>G. HR supply forecast</p> <p>H. Organisational objectives and Policies</p> <p>I. Shortage - Recruitments and Selection</p> <p>a) ABCDEFGHI</p> <p>b) CHBGAFDEI</p> <p>c) IHDEBCAFG</p> <p>d) IHGFEDCBA</p>	b
8	<p>Which of these factors is not included in environmental scanning?</p> <p>a) Political and legislative issues</p> <p>b) Economic factors</p> <p>c) Technological changes</p> <p>d) None of the above</p>	d

9	<p>_____ is the process of estimating the quantity and quality of people required to meet future needs of the organisation.</p> <p>a) Demand forecasting b) Supply forecasting c) Environmental forecasting d) None of the above</p>	c
10	<p>Which of the below given options are the forecasting techniques used?</p> <p>A. Ration Trend Analysis B. Delphi Technique C. Staffing projections</p> <p>a) A & C b) B & C c) A, B & C d) A & B</p>	d
11	<p>This gives details about the name of the job, qualification, qualities required and work conditions etc</p> <p>a) Job Analysis b) Job selection c) Job specification d) Job description</p>	a
12	<p>On the date of joining the employee is introduced to the company and other employees this process is called as</p> <p>a) Training b) Induction c) Introduction d) Fresher welcome</p>	b
13	<p>Environmental uncertainties is one of the factors that affects</p> <p>a) HRM b) SHRM c) HRP d) HRD</p>	c

14	<p>The human resource planning is done based on the</p> <ul style="list-style-type: none"> a) Market condition b) Financial condition c) External environment d) Organisational Plan 	d
15	<p>Resistance from employees is _____ to HRP</p> <ul style="list-style-type: none"> a) Objective b) Advantage c) Scope d) Disadvantage 	d
16	<p>Which one of the following is not a part of Process of Human resource planning?</p> <ul style="list-style-type: none"> a) Analyzing existing HR b) Implementation of HR plan c) Recruitment d) Analysing organisational objective 	c
17	<p>_____ is process by which an organization should move from its current manpower position to its desired manpower position</p> <ul style="list-style-type: none"> a) HRP b) HRM c) SHRM d) All of the above 	a
18	<p>_____ involves a collection of job related information</p> <ul style="list-style-type: none"> a) Job Description b) Job analysis c) Job designing d) None of the above 	b

19	<p>_____ Detailed & systematic study of information relating to operations & responsibilities of a specific job</p> <p>a) Job Description b) Job analysis c) Job designing d) None of the above</p>	b
20	<p>_____ is a statement of human qualifications necessary to do the job</p> <p>a) Job Description b) Job analysis c) Job specification d) None of the above</p>	c
21	<p>_____ is a Process of obtaining all Pertinent Job Facts</p> <p>a) Job Description b) Job analysis c) Job specification d) None of the above</p>	b
22	<p>Job Description doesn't contain detail about</p> <p>a) Educational qualification b) Job summary c) Location d) Working Condition</p>	a
23	<p>Job Description includes information regarding supervision _____</p> <p>a) Given b) Received c) Both A & B d) Neither A nor B</p>	c

24	<p>Working condition and Hazards involved in a job is included in</p> <p>a) Job Analysis b) Job Description c) Job Design d) None of the above</p>	b
25	<p>Techniques of collecting Job Analysis Data does not include</p> <p>a) Personal observe b) Training c) Maintenance of log records d) Sending out questionnaires</p>	b
26	<p>Methods of Collecting Job Data for job analysis does not include</p> <p>a) Diary b) Check list c) Score card d) Observation</p>	c
27	<p>The activities in HRP doesn't includes</p> <p>a) Forecasting future HR needs b) Analysing existing HR c) Recruitment d) Evaluate & redesign of HR plan</p>	c
28	<p>Process of forecasting, developing & controlling human resource in an enterprise is _____</p> <p>a) HRP b) HRD c) HRM d) SHRM</p>	a

29	<p>_____ is a process which enables the organization to run smoothly by supplying required and desired work force at the right time.</p> <p>a) HRP b) HRD c) HRM d) SHRM</p>	a
30	<p>The human resource planning is done based on the _____</p> <p>a) HRM functions b) organizational Plan. c) HRM Scope d) Market situation</p>	b
31	<p>The first step of HRP is</p> <p>a) Forecasting future HR needs b) Analysing existing HR c) Implementation of HR plan d) Evaluate & redesign of HR plan</p>	a
32	<p>A group of positions that have similar duties, tasks & responsibilities is called _____</p> <p>a) Job b) Duty c) Designation d) Grade</p>	a
33	<p>_____ can be derived from Job Analysis</p> <p>a) Job Description b) Job Specification c) Both A & B d) Neither A nor B</p>	c

34	<p>A written summary of content & context of job is called _____</p> <p>a) Job Analysis b) Job Description c) Job Specification d) Job Design</p>	b
35	<p>A written summary of KSA required to perform a job is _____</p> <p>a) Job Analysis b) Job Description c) Job Specification d) Job Design</p>	c
36	<p>KSA represents</p> <p>a) Knowledge, Skill, Aptitude b) Knowledge, System, Aptitude c) Knowledge, Skill, Approach d) Knowledge, Skill, Attitude</p>	d
37	<p>This gives details about the name of the job, qualification, qualities required and work conditions etc</p> <p>a) Job Analysis b) Job selection c) Job specification d) Job description</p>	a
38	<p>_____ is a systematic and planned introduction of employees to their jobs, their co-workers and the organisation.</p> <p>a) Job evaluation b) Investiture orientation c) Orientation d) Placement</p>	c

39	<p>Which type of information is conveyed by orientation?</p> <p>a) Training and education benefit b) Job location c) Job safety requirements d) General information about the daily work routine</p>	d
40	<p>In which country and year was orientation first developed?</p> <p>a) U.S in 1970 b) U.K in 1970 c) India in 1970 d) None of the above</p>	a
41	<p>Which strategic choices a firm needs to make before designing its orientation programme?</p> <p>a) Formal or informal b) Individual or collective c) Serial or disjunctive d) All of the above</p>	d
42	<p>_____ seeks to ratify the usefulness of the characteristics that the person brings to the new job.</p> <p>a) Divestiture orientation b) Individual or collective c) Investiture orientation d) None of the above</p>	c

43	<p>Which of these is a stage while conducting formal orientation?</p> <p>a) Employee is given only menial tasks that discourage job interest and company loyalty</p> <p>b) Employee is overloaded with forms to complete</p> <p>c) Specific orientation to the department and the job, typically given by the employee's supervisor</p> <p>d) Employee's mistakes can damage the company</p>	c
44	<p>Which of the below options are the topics covered in employee orientation programme?</p> <p>a) Training and education benefit</p> <p>b) To employee counsellor</p> <p>c) Relationship to other jobs</p> <p>d) All of the above</p>	d
45	<p>_____ refers to the allocation of people to jobs; it includes initial assignment of new employees, and promotion, transfer, or demotion of present employees.</p> <p>a) Recruitment</p> <p>b) Placement</p> <p>c) Selection</p> <p>d) None of the above</p>	b
46	<p>Which of these is a job in the context of placement problems and employee works?</p> <p>a) Group health</p> <p>b) Early departures</p> <p>c) Independent</p> <p>d) All of the above</p>	c

47	<p>Which of these is mentioned in the orientation checklist?</p> <p>A. Parking B. Equal employment opportunity C. Complete form B</p> <p>a) A & B b) B & C c) A & C d) A, B & C</p>	d
48	<p>Which is discussed in Compensation Policy</p> <p>a) Tenure of Payment b) % of bonus c) Mode of Payment d) Type of Incentive</p>	b
49	<p>Recruitment & Selection Policy doesn't include the following</p> <p>a) Reservation in Recruitment b) Source of Recruitment c) Selection Procedure d) Interview methods</p>	a
50	<p>Promotion Policy doesn't include</p> <p>a) When promotion will take place b) Basis of Promotion c) Transfer Policy d) Increment during Promotion</p>	c

Unit-3		
Managing Employee Performance and Training		
1	<p>A “_____” is a process of evaluating an employee’s performance of a job in terms of its requirements.</p> <p>a) Performance Management b) Performance analysis c) Performance appraisal d) Performance evaluation</p>	c
2	<p>_____ is the step where the management finds out how effective it has been at hiring and placing employees.</p> <p>a) Performance Management b) Performance analysis c) Performance appraisal d) Performance evaluation</p>	c
3	<p>Which of the below is not an objective of Performance appraisal</p> <p>a) assessment of performance b) Measuring the efficiency c) maintaining organisational control d) Designing Organisational goal</p>	d
4	<p>Performance appraisal aims at</p> <p>a) goals of employees b) Goals of organisation c) both a & b d) Neither a nor b</p>	c
5	<p>Which of the following is not an aim of performance appraisal</p> <p>a) Personal Development b) work satisfaction c) Training d) work satisfaction</p>	c

6	<p>_____ is not a step of performance appraisal</p> <p>Communicating standards Comparing actual with standards Discussing the results Adjusting the standards</p>	d
7	<p>The expected outcome from the employee at the time of performance appraisal is known as</p> <p>a) decided performance b) standard c) general outcome d) expected performance</p>	b
8	<p>When the actual performance of the employees are measured then it will be compared with</p> <p>a) standard b) other members c) previous performance d) group performance</p>	a
9	<p>The actual performance is compared with the standard performance to</p> <p>a) Identify the gap b) give them training c) improve performance d) all of the above</p>	a
10	<p>Communicating the _____ to the employees is necessary so that they can perform accordingly</p> <p>a) Rewards b) standards c) awards d) targets</p>	b

11	<p>_____ is to identify the strengths and weaknesses of employees to place right men on right job.</p> <p>a) Recruitment b) Performance Appraisal c) Selection d) Feedback</p>	b
12	<p>_____ is not included in the advantages of Performance Appraisal</p> <p>a) Compensation b) Communication c) Selection d) Motivation</p>	c
13	<p>The performance Appraisal method BARS stands for</p> <p>a) Behavioral Attitude rating system b) Behavioral Attitude ranking System c) Behavioral Aptitude Ranking System d) Behavioral Anchored Ranking Scale</p>	d
14	<p>_____ is an entire exercise done under the trainer who observes the employee behavior and then discusses it with the rater who finally evaluates the employee's performance.</p> <p>a) Comparison method b) BARS c) Assessment Center d) 3600 degree</p>	c

15	<p>_____ is the process of increasing the knowledge and skills for doing particular job.</p> <p>a) Education. b) training c) selection d) None of these.</p>	b
16	<p>Pre-job training is otherwise known as.</p> <p>a) Orientation training. b) Safety training. c) Job training. d) Promotional training.</p>	a
17	<p>_____ training is defined to revive and refresh the knowledge and update the skills of the existing employees.</p> <p>a) Remedial training. b) Refresher training. c) Promotional training. d) Orientation training.</p>	b
18	<p>_____ training provides to maximise accidents and damage to machinery.</p> <p>a) Job training. b) Safety training. c) Promotional training. d) None of these.</p>	b
19	<p>_____ training is arranged to overcome the shortcomings in the behavior and performance of old employees.</p> <p>a) Orientation training. b) Safety training. c) Job training. d) Remedial training.</p>	d

20	<p>_____ training involves training of existing employees to enable them to perform higher level jobs.</p> <p>a) Orientation training. b) Safety training. c) Promotion training. d) Remedial training.</p>	c
21	<p>_____ is a systematic and detailed analysis of jobs to identify job contents, the knowledge, skills and aptitudes required and the work behavior.</p> <p>a) Task analysis. b) Man power. c) Organizational analysis. d) None of these.</p>	a
22	<p>..... involves a study of the entire organization in terms of its objective, human resources, resource allocation , utilization growth potential and its environment.</p> <p>a) Task analysis. b) Manpower. c) Organizational analysis. d) All of these.</p>	c
23	<p>Under method the trainee is placed on a regular job and taught the skills necessary to perform it.</p> <p>a) On the job training. b) Off the job training. c) Vestibule training. d) None of these.</p>	a

24	<p>Under _____ training method actual job conditions are duplicated or stimulated.</p> <p>a) OJT b) Off the job training. c) Vestibule training. d) All of these.</p>	c
25	<p>Under _____ training method theoretical instruction and practical learning are provided to trainees in training institutes.</p> <p>a) OJT b) Off the job training. c) Apprenticeship training. d) All of these.</p>	c
26	<p>Under training method training is provided in company classrooms or in educational institutions.</p> <p>a) OJT b) Class room training. c) Apprenticeship training. d) None of these.</p>	c
27	<p>Under training method training is provided in company classrooms or in educational institutions.</p> <p>a) OJT b) Class room training. c) Apprenticeship training. d) None of these.</p>	c
28	<p>Under _____ training it is a joint programme of training in which educational institutions and business firms co-operate.</p> <p>a) Internship training. b) Off the job training. c) Vestibule training. d) None of these.</p>	a

29	<p>_____ is the process of providing training to persons who underwent training earlier in their job.</p> <p>a) Retraining. b) Training. c) Internship training. d) None of these.</p>	a
30	<p>_____ is the process of choosing the most suitable persons from all the applicants.</p> <p>a) Induction. b) Selection. c) placement d) Recruitment.</p>	b
31	<p>_____ is related with a decision to place a selected individual in one job than other.</p> <p>a) Placement. b) Selection. c) Recruitment. d) Induction.</p>	a
32	<p>..... be defined as downgrading an employee by reducing his salary, decreasing his responsibility, authority and status.</p> <p>a) Transfer. b) Promotion. c) Demotion. d) None of these.</p>	c
33	<p>_____ is the process of increasing the general knowledge and understanding of employees.</p> <p>a) Training. b) Education. c) Training. d) All of these.</p>	b

34	Training courses typically designed for _____ . a) Short term. b) Long term. c) Medium term. d) all of the above	a
35	_____ becomes necessary when an employee moves from one job to another due to promotion and transfer. a) Training. b) Education. c) Both of these. d) None of these.	a
36	Combination of both face to face and traditional classroom methods with e-learning is used to create a high breed approach to teaching which is called as a) Distance learning b) Blended learning c) Synchronous learning d) Asynchronous learning	b
37	Which of the following represents ICT integrated strategy? a) Flip Teaching learning b) Blended teaching learning c) Video conferencing d) All of the above	d
38	WBL stands for a) Wide Based learning b) Web based learning c) Web Biased learning d) Web based listening	b

39	<p>When teaching learning material is introduced offline so that learners can access the content anytime before the class starts and can write down their questions/problems which can be asked during the classroom is called</p> <p>a) Virtual classroom b) Google classroom c) Flipped classroom d) Traditional classroom</p>	c
40	<p>Which of the following set of features represents the function of community colleges of USA?</p> <p>a) Low fee structure b) Locally situated c) Helping deprived section d) All of the above</p>	d
41	<p>The ethical and social issues of information systems are becoming more important these days because of the increased</p> <p>a) Use of internet b) Use of learning new technology c) Use of inter-connected information systems d) Cost of information systems</p>	a
42	<p>What describes a virtual classroom?</p> <p>a) Learners using a technology in a classroom environment led by a tutor b) A training course done using youtube tutorials c) Online learning environment accessed through the webinars d) Online live learning course</p>	c
43	<p>An innovative tool that enables teachers to take students on immersive virtual journeys and field trips to anywhere is</p> <p>a) Google classroom b) Google virtual tools c) Google expeditions d) MS classrooms expeditions</p>	c

44	A mobile app and website portal from where you can download all books of NCERT for free is a) E- Pusthak b) Udaan c) Swayam.com d) E-Pathshalla	d
45	Which of the following are the types of mobile application a) Native b) Mobile web c) Hybrid d) All of the above	d

Unit 4		
Compensation Management		
1	Compensation will be perceived as fair if it is comprised of a system of components developed to maintain _____. a) internal equity b) external equity c) both internal and external equity d) none of these	c
2	Health insurance, retirement pension, payment for overtime, etc., are _____. a) base pay b) variable pay c) benefits d) all of these	c
3	Wage and salary survey ensures about _____. a) Internal equity b) External equity c) INDIVIDUAL equity d) Both (a) and (b)	b
4	Which among the following allowances is paid to employees in order to enable them to face the increasing price of essential commodities? a) Bonus b) Rent allowance c) Increment in salary d) Dearness allowance	d
5	Which among all the three wages, minimum wage, fair wage and living wage is the highest kind of wage? a) Fair wage b) Minimum wage c) Living wage d) All of these	c

6	<p>The minimum wage can be fixed by _____ .</p> <p>a) hour b) day c) month d) all of these</p>	d
7	<p>_____ is designing and implementing total compensation package with a systematic approach to providing value to employees in exchange for work performance.</p> <p>a) Compensation Management b) Performance Management c) Human Resource Management d) Personnel Management</p>	a
8	<p>_____ is a systematic approach to providing monetary value to employees</p> <p>a) Salary b) Allowances c) Compensation d) Rewards</p>	c
9	<p>Compensation is a systematic approach to providing monetary value to employees in exchange for _____</p> <p>a) Skills b) Knowledge c) work performed d) damages held</p>	c
10	<p>Among the given below points which is not an objective of Compensation</p> <p>a) To increase or maintain morale b) To determine basic wage & salary c) To improve the performance d) To reward for job performance</p>	c

11	<p>_____ refers to monetary benefits offered and provided to employees in return of the services they provide to the organization.</p> <p>a) Direct Compensation b) Indirect Compensation c) Performance compensation d) None of the above</p>	a
12	<p>_____ refers to non-monetary benefits offered and provided to employees in lieu of the services provided by them to the organization</p> <p>a) Direct Compensation b) Indirect Compensation c) Performance compensation d) None of the above</p>	b
13	<p>Which of the below is not a part of direct compensation</p> <p>a) HRA b) Medical reimbursement c) Medical Assistance d) Bonus</p>	c
14	<p>Special allowance is a part of</p> <p>a) Direct Compensation b) Indirect Compensation c) Performance compensation d) None of the above</p>	a
15	<p>Which of the below is not a part of indirect compensation</p> <p>a) Insurance b) paid leave c) Medical Assistance d) Conveyance</p>	d

16	<p>PF/Gratuity is a part of _____ compensation</p> <p>a) Indirect b) Direct c) Paid d) Lateral</p>	b
17	<p>The two considerations in traditional approach to compensation management are</p> <p>a) Monetary and non-monetary b) Internal and external c) Allowances and rewards d) None of the above</p>	b
18	<p>Compensation is a _____ approach to providing monetary value to employees in exchange for work performed</p> <p>a) Traditional b) Modern c) Classic d) systematic</p>	d
19	<p>Compensation Management is _____ and _____ total compensation package with a systematic approach to providing value to employees in exchange for work performance</p> <p>a) designing and implementing b) Planning & Implementing c) Designing & Paying d) None of the above</p>	a
20	<p>The purpose of compensation includes</p> <p>a) assisting in recruitment b) job performance c) job satisfaction d) None of the above</p>	d

21	<p>_____ Compensation are given at a regular interval at a definite time.</p> <p>a) Monetary b) Internal c) External d) Traditional</p>	b
22	<p>Wages are paid to the?</p> <p>a) employee b) labor c) Manager d) Board of director</p>	b
23	<p>Minimum Wages Act?</p> <p>a) 1948 b) 1949 c) 1958 d) 1979</p>	a
24	<p>Compensation is reward to the employee for their?</p> <p>a) Performance b) Work c) Contribution to organization d) Smartness</p>	c
25	<p>Which is not the objective of Compensation?</p> <p>a) To establish equity b) To Improve Employee Efficiency c) To Control Cost d) To Comply with illegal Regulation</p>	d
26	<p>Who is Responsible for compensation decision making?</p> <p>a) HR Unit & Manager b) Worker c) laymen d) BOD</p>	a

27	<p>Q First step of comensation process (management) is?</p> <p>a) Developing of pay Structure</p> <p>b) Evaluation of Job</p> <p>c) Pricing of Job</p> <p>d) Analysis of Job</p>	d
28	<p>Which one is not the Internal Contingent factor in Compensation plan</p> <p>a) Organization Strategy</p> <p>b) Trade Union</p> <p>c) Nature of Jobs</p> <p>d) Nature of personnel</p>	b
29	<p>Compensation can be _____ benefits.</p> <p>a) Monetary</p> <p>b) Non-monetary</p> <p>c) both 'a' and 'b'</p> <p>d) None of the above</p>	c
30	<p>Wages represents _____ rates of pay.</p> <p>a) Hourly</p> <p>b) Daily</p> <p>c) Weekly</p> <p>d) Monthly</p>	a
31	<p>_____ are also called 'payments by results'.</p> <p>a) allowances</p> <p>b) claims</p> <p>c) incentives</p> <p>d) fringe benefits</p>	c
32	<p>Incentives depends upon</p> <p>a) productivity</p> <p>b) sales</p> <p>c) profits</p> <p>d) All of the above</p>	d

33	<p>The following is paid only at the time of employees exit after serving more than five years</p> <p>a) Perquisites b) Claims c) Gratuity d) Allowances</p>	c
34	<p>The following is a perquisites.</p> <p>a) Club membership b) Provident fund c) Medical allowance d) Group insurance</p>	a
35	<p>‘A behavior which has rewarding experience is likely to be repeated’ is postulated by</p> <p>a) Reinforcement and expectancy theory b) Equity theory c) Agency theory d) None of the above</p>	a
36	<p>‘A fair day work for fair day pay’ denotes a sense of _____ felt by employees.</p> <p>a) Responsibility b) Equity c) Happiness d) Respect</p>	b
37	<p>Grievance arising from working condition includes</p> <p>a) bad physical conditions b) unrealistic targets c) Poor wages d) overtime</p>	a

38	Grievance arising from management policy does not include a) Overtime b) poor wages c) Role conflicts d) Autocratic leadership style	d
39	Grievance arising from management policy includes a) Poor safety b) poor machinery c) Lack of career planning d) unrealistic targets	d
40	Disparity between skill of worker and job responsibility comes under grievance arising from a) Working condition b) Management Policy c) inter-personal factor d) None of the above	b
41	Grievance arising from inter-personal factors includes a) Overtime b) poor wages c) Role conflicts d) Autocratic leadership style	d
42	Grievance arising from inter-personal factors does not includes a) Autocratic leadership style of superiors b) Poor relations with seniors c) unrealistic targets d) Conflicts with peers and colleagues	c
43	_____means attainment of such age by the employee as is fixed in the contract or conditions of service as the age on attainment of which he has to leave the employment a. Superannuation b. Retirement c. Premature retirement d. None of the above	c

44	<p>Which is not a type of retirement</p> <p>a) forced</p> <p>b) premature</p> <p>c) on time</p> <p>d) compulsor</p>	c
45	<p>_____ means the failure, refusal or inability of an employer to employ an employee</p> <p>a) Dismissal</p> <p>b) discharge</p> <p>c) termination</p> <p>d) Lay of</p>	d
46	<p>Which of the following doesn't describe the layoff</p> <p>a) the relation between the employer and employee does not come to an end</p> <p>b) it is temporary</p> <p>c) compensation is paid to employees</p> <p>d) Muster wont borne the name of the employees</p>	d
47	<p>_____ means prohibiting an employee from attending work and to perform normal duties assigned</p> <p>a) Dismissal</p> <p>b) discharge</p> <p>c) Suspension</p> <p>d) Lay off</p>	c
48	<p>Which of the following statement doesn't describe suspension</p> <p>a) Only after proper enquiry</p> <p>b) only for certain period</p> <p>c) only when damages occurred</p> <p>d) motive is to prevent suspended employee from interfering the concerned matter</p>	c

49	The scope of industrial relations does not include a) standing orders b) strikes c) collective bargaining d) WPM	b
50	Under _____ policy of grievance procedure, the aggrieved employee is free to meet the top executives of the organization and get his grievances redressed a) redressal policy b) open door c) step ladder d) industrial relations	b
51	Under _____ policy of grievance procedure, the aggrieved employee has to follow a step by step procedure for getting his grievance redressed a) redressal policy b) open door c) step ladder d) industrial relation	c

Unit 5		
Emerging Trends in HRM		
1	<p>_____ is a tool for evaluating the personnel activities (policies, procedures and activities) of an organization.</p> <p>a) HR Audit b) HR accounting c) HRIS d) None of the above.</p>	a
2	<p>A_____ checks whether all the departments are following the rules and regulations of the organization or not.</p> <p>a) Internal Audit b) Compliance audit c) Strategic Audit. d) Job specific Audit.</p>	b
3	<p>HR shared service includes</p> <p>a) Recruitment function b) Customer Care Service c) Payroll Function d) All of the above</p>	d
4	<p>HR Accounting is a systematic method of</p> <p>a) Identifying cost involved in HR b) Value of HR c) Worth of HR d) All of the above</p>	d
5	<p>_____system stresses on discipline and there is simplicity in the form.</p> <p>a) Merit rating b) Point rating c) Grading d) Both 'a' and 'b'</p>	a

6	<p>Stephen Knauf defined HRA as “the measurement & of Human organisational inputs such as recruitment, training experience & commitment</p> <p>a) Qualification b) Accounting c) Development d) None of the above</p>	a
7	<p>To add value to HRM, the use of an HRIS is focused primarily on increasing which of the following kind of tasks or activities?</p> <p>a) transactional b) benchmarking c) transformational d) re-engineering</p>	c
8	<p>The automation of attendance keeping, payroll preparation and applicant tracking are some of the activities carried out at the _____ level.</p> <p>a) management information system b) decision support system c) electronic data processing d) None of the above</p>	c
9	<p>The simulation of a situation is the uniqueness of the _____ model.</p> <p>a) management information system b) decision support system c) electronic data processing d) None of the above</p>	b
10	<p>Which of the following is not an advantage of the Human Resource Information System?</p> <p>a) reduction in labour cost b) the ability to manage voluminous data c) better supervision and control over the human resources d) None of the above</p>	d

11	<p>Which of the following is not normally an essential condition for an effective HRIS?</p> <p>a) Ensuring clarity of HRIS goals b) Strengthening the infrastructure and other supporting systems c) Changing the HR manager d) Sustained enhancement of the HRIS capabilities</p>	c
12	<p>Which of the following is/are the sub-system(s) of HRIS?</p> <p>a) Position control and budgeting system b) Compensation management system c) Performance management system d) All of the above</p>	d
13	<p>Which of the following is true for CBT?</p> <p>a) It stands for Computer Based Training b) It is a form of E-learning c) All of the above d) None of the above</p>	c
14	<p>Which of the following is true about Job boards?</p> <p>a) They are run only for technical positions b) Centralised places where employers publicize vacant positions available with them c) Both the above d) None of the above</p>	b
15	<p>A talent management plan aims at developing which of the following quality(ies) in employees:</p> <p>a) Knowledge b) Skills c) Abilities d) All the above</p>	d

16	<p>What are the parameters to judge the efficiency of HR Process in an organisation?</p> <p>a] HRP b] Training and development c] Recruitment</p> <p>a) Only a b) Only a and b c) Only b and c d) All the above</p>	d
17	<p>When are Concurrency controls exercised?</p> <p>a) When more than one authorized users are using the data at a time b) When requested c) All the time d) None of the</p>	a
18	<p>What is HR Accounting?</p> <p>a) Collecting data on head counts b) Recording the vital stats of all the employees c) Identifying and measuring data related to Human Resources d) Knowing the exact number of workers in the organisation</p>	c
19	<p>_____ recruitment provides the advantage of autonomy and flexibility to every department.</p> <p>a) Vendor b) Predictive analysis c) Decentralised d) Employee referrals</p>	c
20	<p>Which of the following is true about HR Metrics?</p> <p>a) Focuses on the employee relations area b) Create proactive plans to prevent the loss of top talent c) Measures activities involved in the stages to attract and select top talent d) None of the above</p>	d

21	<p>As per which of the following methods, the human resource is valued on the basis of the contribution they are likely to make to the organisation till retirement.</p> <p>a) Asset Multiplier Method b) Replacement Cost Method c) Economic Value Method d) None of the above</p>	c
22	<p>The Human Resource Audit is the process to evaluate _____ performance</p> <p>a) Organisation b) HR Policy c) HR Department d) All of the above</p>	c
23	<p>HR Task doesn't include</p> <p>a) Policies b) Publicity c) Procedure d) Process</p>	b
24	<p>Study into _____ gives a fair idea of the HR performance in the company</p> <p>a) HR policies b) HR Functions c) HR Activities d) HR Practices</p>	b
25	<p>_____ HR Audit helps the organization maintain or improve a competitive advantage by comparing its practices with those of companies identified as having exceptional HR practices.</p> <p>a) Compliance HR Audit b) Comparative HR Audit c) Bench Mark Audit d) Best Practices Audit</p>	d

26	<p>Which of the following is a type of HR Audit</p> <p>a) Bench Mark Audit</p> <p>b) Comparative HR Audit</p> <p>c) Compliance HR Audit</p> <p>d) Standardization Audit</p>	c
27	<p>Deciding what to audit depends largely on the perceived _____ in the organization's HR environment</p> <p>a) Policies & Practices</p> <p>b) Implementation</p> <p>c) Weakness</p> <p>d) Process</p>	c
28	<p>HR audits vary in nature and can be performed by _____</p> <p>a) Either internal auditors</p> <p>b) HR professionals</p> <p>c) Either internal auditors or HR professionals</p> <p>d) Either internal auditors and HR professionals</p>	c
29	<p>_____ is the Auditing of daily processes like compensation and benefits administration, performance management, and safety practices.</p> <p>a) Functional Audit</p> <p>b) Operational Audit</p> <p>c) Strategic Audit</p> <p>d) Compliance Audit</p>	b
30	<p>Ensuring non-discriminatory hiring practices is an example of</p> <p>a) Functional Audit</p> <p>b) Operational Audit</p> <p>c) Strategic Audit</p> <p>d) Compliance Audit</p>	c

31	In _____ approach the auditors check the performance of HR personnel against the goals set by the top management. a) Strategic b) MBO c) Comparative d) Objective	b
32	HR Audit is _____ obligation a) Not a legal b) a legal c) a social d) not a official	a
33	The HR Audit is conducted to identify the _____ in the implementation of HR functions a) lapses b) shortcomings c) gaps d) All of the above	d
34	HR shared service includes a) recruitment function b) customer care service c) payroll function d) all of the above	d
35	HR shared services refers to concentrating administrative HR activities into a centralised 'hub' within an organisation. a) True b) False	a
36	Benefits of HR shared services :- a) Optimize HR operational efficiency b) Saves money c) Continuity d) All of the above	d

37	_____ is component of HR shared service model. a) Hardware b) Software c) Acquisition d) Retention	b
38	The objective of HR service model :- a) Reduce Cost b) Avoid duplication of efforts. c) Allow a greater focus on HR strategy d) All of the above	d
39	Issues faced by HR shared services are – a) Openness and support from the management b) The need to invest in large-scale technological infrastructure c) Choosing whether the operator should be in-house or outsourced d) All of the above	d
40	Challenges Of HR shared services - a) Staff capability b) HR Manager's ability to adapt to the change c) Communication challenges d) All of the above	d