1. HRD is related to
   (a) Work improvement
   (b) error
   (c) PROFIT
   (d) pricing

2. In a 360 degree of appraisal of the employee, his performance is rated by
   (a) Superiors only
   (b) superiors and subordinated
   (c) superiors and peers
   (d) superiors, Peers and subordinates

3. In a wage system where employee is paid a fixed amount irrespective of output is called
   (a) Time rate system
   (b) Piece rate system
   (c) time cum bonus system
   (d) piece cum bonus rate system

4. In a wage system where employee is paid according to output is called
   (a) Time rate system
   (b) Piece rate system
   (c) time cum bonus system
   (d) piece cum bonus rate system

5. In which of the wage payment system an employee will be least interested in enhancing output
   (a) Time rate system
   (b) Piece rate system
   (c) Bonus payment system
   (d) time cum piece rate system

6. Which is/are type of test?
   (a) Interest test
   (b) aptitude test
   (c) personality test
   (d) all of these

7. Rowan plan is a –
   (a) Incentive plan
   (b) motivation
   (c) Task
   (d) work

8. Identifying the job is a basic part of
   (a) Job analysis
   (b) group
   (c) Range
   (d) Problem

9. Which means deciding the value of the work done by the individual?
   (a) Performance appraisal
   (b) Task
   (c) Action
   (d) Reward
10. The job redesign includes
   (a) Provide task closure
   (c) system
   (d) casting

11. HRM involves
   (a) Employee training
   (c) remuneration
   (b) Industrial relation
   (d) all of these

12. Fringe benefits includes
   (a) Financial facility
   (c) health
   (b) Housing
   (d) all of these

13. Welfare is associated ...... in HRM
   (a) Staff
   (c) service
   (b) product
   (d) role

14. Recreation is more close to
   (a) Fringe benefits
   (c) Bank
   (b) Group
   (d) Nature

15. Work participation in management means
   (a) Duty
   (c) security
   (b) employee involvement
   (d) risk

16. Participation can be in the form of
   (a) Collective bargaining
   (c) wages
   (b) Risk
   (d) rating

17. On the job training programme is a method of
   (a) Selection
   (c) appraisal
   (b) training Programme
   (d) report

18. Ranking method is a
   (a) Salary
   (c) task
   (b) performance appraisal
   (d) survey

19. Critical incident method is method of
   (a) Performance appraisal
   (c) Laws
   (b) Promotion
   (d) Market

20. Need of association is a
   (a) moral need
   (c) problem
   (b) social need
   (d) conflict

21. Non financial motivation is
   (a) Job rotation
   (C) Work
   (b) Promotion
   (d) separation

22. Job factors includes
   (a) Suspension
   (c) salary
   (b) wages
   (d) all of these
23. Disciplinary action is
   (a) Lay off
   (c) activity
   (b) Promotion
   (d) right

24. Method of merit rating is
   (a) point Method
   (c) Grading Method
   (b) ranking procedure
   (d) all of these

25. The term .......... Refers to a condition in the organization where employee conducts themselves in accordance with the organizations rules and standards of acceptable behavior.
   (a) Grievance
   (c) discipline
   (b) conflict
   (d) none of these

26. Under this approach every employee of an organization is considered as a human resource.
   (a) Human resource
   (c) judicial
   (b) Human relation
   (d) group

27. The code of Discipline was evolved at the Indian Labour Conference in .......... 
   (a) 1958
   (c) 1948
   (b) 1961
   (d) 1921

28. ........ is the process of negotiation between employers and the representatives of a unit of employees aimed at reaching agreements that regulate working conditions
   (a) Participation management
   (c) code of conduct
   (b) Collective bargaining
   (d) none of these

29. Quality circle concept was originated in 
   (a) USA
   (c) India
   (b) China
   (d) japan

30. Grievance procedures are based on the principle of natural justice
   (a) Justice
   (c) Procedure
   (b) principle
   (d) commitment

31. ..............It is concerned with the determination os the number of personnel required in an organization.
   (a) Human resource planning
   (c) Motivation
   (b) Job analysis
   (d) Human welfare

32. Labour welfare aims at providing such service facilities and amenities which enables a worker to perform their work in healthy atmosphere
   (a) Human welfare
   (c) Industrial relations
   (b) Health and safety
   (d) motivation

33. The task of assigning duties and fixing the responsibilities will be concerned with
   (a) Planning
   (c) coordinating
   (b) organizing
   (d) staffing
34. The process of studying and collecting information relating to the operation and responsibilities of a specific job is known as
   (a) Job evaluation  
   (b) **job analysis**  
   (c) job title  
   (d) **job identification**

35. Physical characteristics, psychological features, attitude and leadership quality is analyzed through
   (a) Job evaluation  
   (b) **job specification**  
   (c) job title  
   (d) **job identification**

36. Shifting of an employee from one job to another without special reference to change in responsibility or compensation is known as
   (a) **Transfer**  
   (b) Promotion  
   (c) Demotion  
   (d) Separation

37. .................is the method of elimination
   (a) Recruitment  
   (b) employment  
   (c) **selection**  
   (d) appointment

38. It is a powerful exchange of ideas, the answering of questions, and communicating between two or more persons
   (a) Communication  
   (b) Exchanging  
   (c) **interview**  
   (d) recruitment

39. .................is a welcoming process through which the employee feels at home
   (a) Recruitment  
   (b) selection  
   (c) appointment  
   (d) **induction**

40. It helps the employees acquainted with jobs and also to increase their aptitudes and skills and knowledge.
   (a) **Training**  
   (b) Orientation  
   (c) Eliminating  
   (d) recruiting

41. Learning by observing and actually doing the job
   (a) **On the job training**  
   (b) off the job training  
   (c) in depth training  
   (d) coaching

42. A special area or room is used to give training for large number of person within a short span of time
   (a) Class room training  
   (b) Internship training  
   (c) apprentice training  
   (d) **vestibule training**

43. All formal procedures used in working organization to evaluate personalities and contributions and potential of group members is
   (a) job designing  
   (b) Job evaluation  
   (c) **Merit rating**  
   (d) Job planning
44. Under this method certain categories of abilities are defined in advance such as excellent, very good, average, poor, very poor, outstanding etc

(a) Ranking method  (b) Grading method
(c) paired comparison method  (d) graphic rating scale

45. The technique developed to reduce bias and establish objective standards of comparison between individuals is

(a) Forced distribution method  (b) Grading method
(c) paired comparison method  (d) graphic rating scale

46. The method used in government organizations to appraise the employees

(a) Ranking method  (b) Grading method
(c) paired comparison method  (d) confidential report

47. The performance is judged in terms of costs and contribution of employees under

(a) Behavioral anchored rating scales  (b) human resource accounting method
(c) MBO  (d) Assessment centers

48. The rating of an employee high or low on the basis of general impression.

(a) Personal bias  (b) In consistent rating
(C) average rating  (d) halo effect

49. It is a sequence of separate but related work activities that provide continuity order and meaning to a person’s life.

(a) Career  (b) career development
(c) career planning  (d) none of the above

50. The formulation and implementation of policies and programmes related to wages, salary, and other forms of employees compensation.

(a) Compensation  (b) supplementary compensation
(c) salary administration  (d) none of these

51. ............ Is given to improve motivation and productivity among employees

(a) Salary  (b) Incentive wages
(c) fringe benefits  (d) compensation

52. Any casual emoluments or profit attached to an office or position in addition to the salaries or wages is

(a) Salary  (b) perquisites
(c) fringe benefits  (d) compensation

53. ............Management is concerned worth the peoples dimension in organizations.

(a) Human resource  (b) Business
(c) Banking  (d) none of these

54. ............ is a function of management which is connected with instructing guiding and inspiring people in the organization to achieve its objectives

(a) Organizing  (b) directing
(c) staffing  (d) controlling
55. is a process which verifies whether everything occurs in the organization according to plans
   (a) planning  (b) controlling
   (c) directing  (d) organizing

56. is a first main operative function of personnel management
   (a) training  (b) selection
   (c) procurement  (d) development

57. is the process of allocating tasks among its members for achieving organizational objectives
   (a) Organizing  (b) directing
   (c) staffing  (d) controlling

58. approach considers employees as a resource in the same way as any other business resource
   (a) Classical  (b) system
   (c) Harvard  (d) none of these

59. A separate department namely department is now setup in all organizations to tackle the problem of personnel in the organization
   (a) Marketing  (b) administration
   (c) staffing  (d) personnel

60. is a detailed and systematic study of jobs to know the nature and characteristics of the people to be employed in different kinds of jobs
   (a) job analysis  (b) job description
   (c) job enrichment  (d) job evaluation

61. The results of the job analysis are written in a statement known as
   (a) Job evaluation  (b) job description
   (c) job specification  (d) none of these

62. is a statement which shows a maximum acceptable human qualities necessary to perform a job satisfactorily
   (a) job evaluation  (b) job description
   (c) Job specification  (d) none of these

63. Job simply means the shifting of an employee from one job to another without any change in the nature of job
   (a) simplification  (b) enlargement
   (c) rotation  (d) enrichment

64. is a systematic and orderly process of measuring the worth of a job in relation to other jobs
   (a) simplification  (b) enlargement
   (c) rotation  (d) enrichment
65. ...........is a process of searching for prospective employees and stimulating them to apply for more jobs in the organization
   (a) Induction  (b) selecting
   (c) placement (d) recruitment

66...........is the process of choosing the most suitable persons from all the applicants
   (a) Induction  (b) selecting
   (c) placement (d) recruitment

67............ is related with a decision to place a selected individual in one job than other
   (a) Placement (b) selection
   c) recruitment  (d) induction

68. ............... is defined as downgrading an employee by reducing his salary decrease his responsibility and authority and status
   (a) Transfer  (b) promotion
   (c) demotion (d) none of these

69. Under this method the new worker is placed on a regular job and training is given by his immediate supervisor at the working place itself.
   (a) Off the job training  (b) on the job training
   (c) remedial training   (d) none of these

70. This type of training is conducted by the organization within the premises or by external agencies.
   (a) Off the job training  (b) on the job training
   (c) remedial training   (d) none of these.

71. ........... is a joint programme of training conducted by educational institutions and business firm
   (a) Internship training  (b) learner training
   (c) class room training (d) vestibule training

72. The major defect is that the .............. Method tends to irritate raters, who feel they are not being trusted.
   (a) forced-choice  (b) ranking
   (c) checklist     (d) none of these

73. This method is a combination of graphic rating scales, and critical incidents method.
   (a) MBO (b) BARS
   (c) assessment centers (d) none of these

74. .................introduced the concept of MBO
   (a) Michael porter  (b) Prahlad
   (c) Peter .F.Drucker (d) none of these

75. Career .................has been defined as the interaction of psychological, sociological, economic, and physical and chance factors that shape the sequence of jobs, occupations or careers that a person may engage in throughout a lifetime.
   (a) Planning  (b) development
   (c) selection  (d) none of these.
76. Training is an inexpensive way for employees and employers to expand skills.
   (a) Induction  (b) transfer  (c) job  (d) cross

77. Formal appraisal of an individual’s performance has begun in
   (a) India  (b) China  (c) USA  (d) Japan

78. Raters are asked to choose from among groups of statements those which best fit the individual being rated and those which least fit him. This method is called
   (a) Check list method  (b) Graphical method  (c) paired comparison method  (d) Forced distribution Method

79. This method is a combination of graphic rating scales, and critical incidents method. Which method
   (a) BARS  (b) MBO  (c) paired comparison method  (d) none of these.

80. Appraisal is conducted in small units having only a few personnel
   (a) Formal  (b) informal  (c) initial  (d) none of these.

81. Management consists of formulation and implementation of policies and programmes related to wages, salary, and other forms of employees compensation
   (a) Compensation  (b) wages  (c) salary  (d) none of these

82. Under this system, worker is paid on the basis of time spent by him on the job
   (a) incentive  (b) time wage  (c) piece wage  (d) none of these

83. Plan is a simple combination of time and piece rate system
   (a) Rowan  (b) Emerson  (c) Halsey  (d) bedeaux

84. Job analysis involves
   (a) Identifying the job  (b) requirement  (c) Business  (d) management

85. Job analysis includes
   (a) Task analysis  (b) training  (c) Need  (d) plan

86. HRM includes
   (a) Judgement  (b) Job description  (c) cost  (d) action

87. The is choosing a few from those who applied
   (a) Morale  (b) man  (c) Selection  (d) plan
88. The selection process includes
   - (a) Initial screening interview
   - (b) Package
   - (c) band
   - (d) all of these
89. Wage is calculated by
   - (a) Time X Rate
   - (b) plan
   - (c) Task
   - (d) incentive
90. Which is a wage plan?
   - (a) Time wage
   - (b) option
   - (c) Benefit
   - (d) task
91. The consideration for wage payment is
   - (a) External equity
   - (b) ability to pay
   - (c) statutory regulation
   - (d) all of these
92. The method of wage payment based on hours of work is
   - (a) Piece rate
   - (b) time rate
   - (c) bonus
   - (d) incentives
93. In Halsey plan employee is paid bonus equal to ……….. of time saved
   - (a) 10%
   - (b) 20%
   - (c) 50%
   - (d) 100%
94. Non monetary incentives are called
   - (a) Wages
   - (b) fringe benefits
   - (c) salaries
   - (d) allowances
95. Bonus comes under the category of
   - (a) Wages
   - (b) allowances
   - (c) incentives
   - (d) fringe benefits
96. …………….. is fixed on the basis of change in consumer price index
   - (a) Dearness allowance
   - (b) basic
   - (c) Fringe
   - (d) Bonus
97. A dispute or disagreement about any terms and conditions of employment is called
   - (a) Grievance
   - (b) Discipline
   - (c) Punishment
   - (d) none of these
98. The modulation of employee behavior to produce desired performance is called
   - (a) Grievance
   - (b) Discipline
   - (c) Punishment
   - (d) none of these
99. The process of including workers in the decision making is called …………….. 
   - (a) Workers participation management
   - (b) Co-partnership
   - (c) MBO
   - (d) Team work
100. Grievance arises out of disagreement related to
    - (a) Terms of employment
    - (b) wage rate
    - (c) group work
    - (d) all of these.
101. Which among the following is simple form of penalty for indiscipline?
   (a) Transfer (b) Warning (c) Suspension (d) Dismissal

102. The process of arranging duties and responsibilities relating to a job is called
   (a) Job analysis (b) Job design (c) Job satisfaction (d) Job evaluation

103. The process of changing employees from one job to another is called:
   (a) Job rotation (b) Job enlargement (c) Job Design (d) Job Evaluation

104. ……….. Tests are conducted to measure the candidates’ ability to apply particular skills.
   (a) Aptitude (b) Depth (c) Trade (d) none of the above

105. …........... is done to verify whether the candidate possess the required qualification and eligibility criterion.
   (a) Recruitment (b) Appointment (c) screening (d) selection

106. Selection is the process of
   (a) Sourcing manpower (b) Choosing candidate (c) interviewing candidate (d) Assigning job

107. The object of executive development is enhancing
   (a) Job skills (b) communication skills (c) Managerial skills (d) none of these

108. The process of assessing the effectiveness of training is called
   (a) Training Programs (b) training plan (c) training evaluation (d) training method

109. ….............. Is the first stage in career planning?
   (a) Career development (b) career planning (c) Self-assessment (d) none of these.

110. In 360 Degree evaluation the employee is rated by
   (a) Supervisor (b) fellow workers (c) customer (d) all of these
ANSWERS FOR THE QUESTIONS.

1. (a) Work improvement
2. (d) superiors, Peers and subordinates
3. (a) Time rate system
4. (b) Piece rate system
5. (a) Time rate system
6. (d) all of these
7. (a) Incentive plan
8. (a) Job analysis
9. (a) Performance appraisal
10. (a) Provide task closure
11. (d) all of these
12. (d) all of these
13. (a) Staff
14. (a) Fringe benefits
15. (b) employee involvement
16. (a) Collective bargaining
17. (b) training Programme
18. (b) performance appraisal
19. (a) Performance appraisal
20. (b) social need
21. (a) Job rotation
22. (d) all of these
23. (a) Lay off
24. (d) all of these
25. (c) discipline
26. (c) judicial
27. (a) 1958
28. (b) Collective bargaining
29. (d) japan
30. (a) Justice
31. (a) Human resource planning
32. (a) Human welfare
33. (b) organizing
34. (b) job analysis
35. (b) job specification
36. (a) Transfer
37. (c) selection
38. (c) interview
39. (d) induction
40. (a) Training
41. (a) On the job training
42. (d) vestibule training
43. (c) Merit rating
44. (b) Grading method
45. (a) Forced distribution method
46. (d) confidential report
47. (b) human resource accounting method
48. (d) halo effect
49. (a) Career
50. (c) salary administration
51. (b) Incentive wages
52. (b) perquisites
53. (a) Human resource
54. (a) organizing
55. (b) controlling
56. (c) procurement
57. (a) Organizing
58. (b) system
59. (d) personnel
60. (a) job analysis
61. (b) job description
62. (c) Job specification
63. (c) rotation
64. (d) enrichment
65. (d) recruitment
66. (b) selecting
67. (a) placement
68. (c) demotion
69. (b) on the job training
70. (a) Off the job training
71. (a) Internship training
72. (a) forced-choice
73. (a) BARS
74. © Peter F. Drucker
75. (b) development
76. (c) job
77. (b) China
78. (d) Forced distribution Method
79. (a) BARS
80. (b) informal
81. (a) compensation
82. (b) time wage
83. (c) Halsey
84. (a) Identifying the job
85. (a) Task analysis
86. (b) Job description
87. (c) Selection
88. (a) initial screening interview
89. (a) Time X Rate
90. (a) time wage
91. (d) all of these
92. (b) time rate
93. (c) 50%
94. (b) fringe benefits
95. (C) incentives
96. (a) Dearness allowance
97. (a) Grievance
98. (b) Discipline
99. (a) Workers participation management
100. (d) all of these.
101. (b) Warning
102. (b) Job design
103. (a) Job rotation
104. (a) Aptitude
105. (c) screening
106. b) Choosing candidate
107. (c) Managerial skills
108. (c) training evaluation
109. (c) Self-assessment
110. (d) all of these.

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