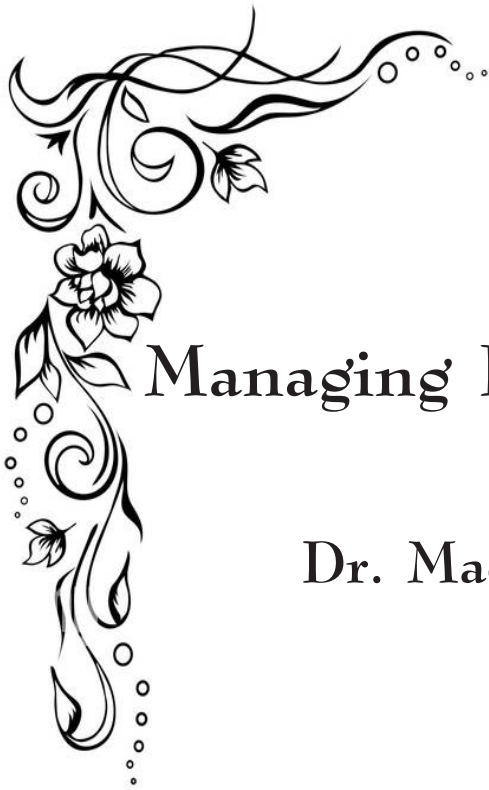




Managing Human Resource





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Unit: I



1. Human resource evolved around mid – 90s from the
- (a) Concept of human relations
 - (b) Concept of personnel management
 - (c) Concept of organizational behaviour
 - (d) Neither of these.

Ans. (b)

2. HRM is concerned with In organization, with the focus on company's policies, strategies, procedures and system in order to attain the business objectives in an effective and efficient manner.
- (a) Managing the people
 - (b) Managing the machinery
 - (c) Managing finance
 - (d) Managing everything

Ans. (b)

3. 'HRM is the process of acquiring, training, appraising and compensating employees and of attending to their labour relations, health and safety and fairness concerns'. Mention the speaker:
- (a) David A. Decenzo and S.P. Robbins
 - (b) Gary Dessler
 - (c) Edwin B. Flippo
 - (d) W.Schmidt

Ans. (a)

4. Which one is not a nature of HRM?
- (a) Multidisciplinary approach
 - (b) Continuous function
 - (c) Backward- looking approach
 - (d) Developmental approach.

Ans. (c)

5. Which of the following is not a scope of HRM
- (a) Compensation, remuneration and other benefits
 - (b) Training and development
 - (c) Personnel records
 - (d) Job analysis

Ans. (c)

6. The nature of HRM includes

- (a) Coordinating force (b) Attention for individual growth
(c) forward- looking approach (d) all of the above.

Ans. (d)

7. The scope of HRM includes

- (a) Training and development (b) Performance appraisal
(c) Job evaluation (d) all of the above.

Ans. (d)

8. to ensure a safe and healthy working environment that will add positively to the efficiency level of the employees.

- (a) is an importance of HRM (b) is an objective of HRM
(c) is a scope of HRM (d) Both of the above.

Ans. (b)

9. Maintenance is an example of

- (a) Operative function (b) Managerial function
(c) Recruitment function (d) Motivation function.

Ans. (a)

10. The HR managers advises the top level management and also the heads of the departments and divisions, is an example of

- (a) Operative function (b) Advisory function
(c) Managerial function (d) all of the above.

Ans. (b)

11. Given points (i) planning (ii) Organising (iii) development (iv) controlling, the points indicating managerial functions of HRM are:

- (a) (i) , (ii) and (iii) (b) (ii) ,(iii) and (iv)
(c) (i) ,(ii) and (iv) (d) (i) , (iii) and (iv).

Ans. (c)

12. Job procurement stands for

- (a) Recruitment and selection (b) Compensation and benefits
(c) Welfare and safety (d) None of the above.

Ans. (a)

13. does not come under the preview of HRM.

- (a) Human resource planning (b) Job analysis
(c) Job evaluation (d) Culture of employee.

Ans. (d)

14. HRM is

- (a) a key to organizational success (b) Not dynamic
(c) Non utilization of human capital (d) Not integrated with organizational objectives.

Ans. (a)

15. Which of the following correctly defines the Human Resource Department?

- (a) Functional department
- (b) Service department
- (c) Line department
- (d) Authority department

Ans. (b)

16. Human factor can be defined as _____

- (a) The entire concept of human behaviour
- (b) Interrelated Physiological, Psychological and Socio-ethical aspects of a human being.
- (c) Micro and macro issues of socioeconomic factor
- (d) None of the above

Ans. (b)

17. Finding ways to reduce _____ is a crucial responsibility of management.

- (a) Stress
- (b) Dissatisfaction
- (c) Uncertainty
- (d) None of the above

Ans. (c)

18. Which of the following components are reformed to support the strategies of human resource function?

- (a) Control systems
- (b) Appointment
- (c) Rewards
- (d) Job allotment

Ans. (a)

19. Directing, being one of the preeminent functions of Human Resource Management that falls under _____

- (a) Operative functions
- (b) Technical functions
- (c) Managerial functions
- (d) Behavioural functions

Ans. (c)

20. Human relation approach refers to _____

- (a) An approach in which workers are facilitated with humanity at the workplace.
- (b) A shared teamwork between the employee and the employer for solving problematic issues.
- (c) Forming a group of people on the work front so as to inspire them to work collectively for the company's growth in terms of social, economic, and psychological productivity.
- (d) None of the above

Ans. (c)

21. Which of the following fields requires a skilled HR professional?

- (a) People handling
- (b) Clarifying
- (c) Both (a) and (b)
- (d) None of the above

Ans. (b)

22. Which of the following is considered as strategic activity?

- (a) Productivity
- (b) Recruitment
- (c) Planning
- (d) All of the above

Ans. (b)

23. Who laid the foundation of Human Resource Management practices

- (a) David C. McClelland (b) Roethlisberger and Dickinson
(c) Peter Drucker and Douglas McGregor (d) Elton Mayo

Ans. (c)

24. The business side of the process begins with the strategic _____ as one of the guiding frameworks

- (a) Policy (b) HR
(c) Plan (d) All of the above

Ans. (c)

25. How has HRM become one of the highly focused jobs?

- (a) It focuses on obtaining as well as maintaining a satisfied workforce.
(b) It results in maximum output with the increased customer satisfaction.
(c) It promotes group satisfaction with individual development.
(d) Optimum utilization of manpower by motivation and improving efficiency.

Ans. (b)

26. What does a job specification include?

- (a) Personal characteristics (b) Physical characteristics
(c) Psychological characteristics (d) All of the above

Ans. (d)

27. What are those aspects on which the HR professionals apply the risk management techniques?

- (a) HR Competencies (b) HR Strategies
(c) Both (a) and (b) (d) None of the above

Ans. (b)

28. Developing characteristics of people are needed to run business in _____.

- (a) Short term (b) Medium term
(c) Long term (d) All of the above

Ans. (c)

29. Which of the following issues tends to be well disguised?

- (a) Territorial (b) Social
(c) Political (d) Economical

Ans. (a)

30. Who suggested that Human Resource Strategy isn't as effective as it was supposed to be?

- (a) Tony Groundy (b) Peter Ducker
(c) Anonymous (d) John Zimmerm

Ans. (a)

31. How many factors were identified by Pettigrew & Whipp to manage the successful change

- (a) Four (b) Five
(c) Three (d) Six

Ans. (b)

32. What is the scope of Human Resource Management?

- (a) Performing training and development sessions for employee growth.
- (b) Maintaining good impersonal industrial relations and worker's morale for companies' productivity.
- (c) Accomplishing advanced research in behavioral sciences, new ideas in man, management, and advances in the field of training and development.
- (d) None of the above.

Ans. (c)

33. Which of the following takes a full interest in the process of strategic planning?

- (a) Training & Development
- (b) Quality Control
- (c) Human Resource
- (d) Production

Ans. (a)

34. Which of the following tells the correct importance of controlling?

- (a) Power to influence people's behaviour
- (b) Process of regulating the activities
- (c) An important mental process on the part of the manager
- (d) To ensure that all of the activities are coordinated as per the plan.

Ans. (d)

35. Which of the following aims to put the financial measure on an organization's intellectual capital?

- (a) Exchange of knowledge
- (b) Financial knowledge
- (c) The consortium
- (d) None of the above

Ans. (a)

36. What is mean by decision in management?

- (a) To formulate a proper conclusion after considerations.
- (b) A decision that looks out for the alternatives.
- (c) A decision is the outcome of a group of people or an individual.
- (d) All of the above

Ans. (a)

37. What does quantitative technique refer to?

- (a) Waiting line problems and the queuing theory
- (b) Gaming, Game theory and Probability theory
- (c) Models, simulation, and resource allocation technique
- (d) All of the above

Ans. (a)

38. Which of the following is evolved in staffing?

- (a) Termination
- (b) Estimation of workload
- (c) Personnel appointments and placements
- (d) All of the above

Ans. (d)

39. Which of the following is the correct abbreviation of MPDQ?

- (a) Modern Positions Developed Qualitatively
- (b) Management Process Descriptive Questions
- (c) Management Position Description Questionnaire
- (d) Methods for Personality Development Questions

Ans. (c)

40. What is defined as a record of outcomes resulting from a particular job or an activity at a specific time?

- (a) Evaluation
- (b) Work function
- (c) Performance
- (d) None of the above

Ans. (c)

41. A/An _____ is a plan or a program scheme that helps to motivate an individual or a group to deliver outstanding performance.

- (a) Promotion Scheme
- (b) Incentive Scheme
- (c) Reward
- (d) None of the above

Ans. (b)

42. A/An _____ is considered to be a vertical move in terms of rank and responsibilities.

- (a) Appraisal
- (b) Reward
- (c) Increment
- (d) Promotion

Ans. (d)

43. Which of the following provides necessary information for job evaluation?

- (a) Job Enrichment
- (b) Job Description
- (c) Job Ranking
- (d) Job Enlargement

Ans. (b)

44. What is included in the content of the job description?

- (a) Skills and educational qualification
- (b) Job title and work environment
- (c) Both (a) and (b)
- (d) None of the above

Ans. (b)

45. What is the 'Laissez Fair' viewpoint?

- (a) A view popularized by Ronssean, Bentham, and Hobbes.
- (b) A minimum of public intervention in economic activities.
- (c) The business enterprise must get the opportunity to earn more profits.
- (d) The change in the concept of labor from the commodity approach to the human concept

Ans. (b)

46. What do you understand by the written record of duties, responsibilities, and conditions of a job?

- (a) Job enrichment
- (b) Job ranking
- (c) Job enlargement
- (d) Job description

Ans. (d)

47. What are the possible factors that help in understanding the nature of a human being?

- (a) As per one's behavior at his/her workplace.
- (b) Based on how successfully a management team influences an individual employee or a group.
- (c) With the help of human behaviour's determinants.
- (d) By studying the human behaviour of each employee in alliance with the organization

Ans. (a)

48. What is meant by the factual statement of the duties and responsibilities?

- (a) Job analysis
- (b) Job specification
- (c) Job evaluation
- (d) Job description

Ans. (d)

49. Why is the career path in Japanese employee management non-specified?

- (a) Rotational job results in providing a benefit such skills that are necessary for top-quality executives.
- (b) At the time of induction, the employees within the organization get exposure to switch their careers in different job domains and get themselves trained to have hands-on trending technologies.
- (c) In order to keep the employee up to date, the Japanese industries offer rotational jobs.
- (d) Japanese management system emphasizes creating skilled workers by making them adapt to organizational changes as and when required.

Ans. (d)

50. Which of the following are one of kind of skills inventory, regression, replacement charts, Markov analysis?

- (a) Training plan
- (b) Retention plan
- (c) Redundancy plan
- (d) Forecasting method

Ans. (d)