**T. Y. B. COM. - SEM. - VI [MHRM] -COMMERCE – VI (Human Resource Management)**

1. Human resource is \_\_\_\_\_\_\_\_\_ .
2. Productive
3. Versatile
4. Unnecessary
5. Simple to deal with.
6. Job Analysis includes \_\_\_\_\_\_ & job specification.
7. Recruitment
8. Selection
9. Description
10. Retrenchment
11. \_\_\_\_\_\_\_ is a process of finding and attracting capable people for the job.
12. Recruitment
13. Selection
14. Identification
15. Placement

1. \_\_\_\_\_\_\_ function involves integrating individual goals with departmental and organizational goals.

1. Motivation
2. Development
3. Recruitment
4. Reconciliation
5. Human resource \_\_\_\_\_\_\_\_ involves identifying, recruiting, training and placing people at right time

 and place in order to maximize output.

1. Management
2. Development
3. Training
4. Planning
5. Manpower \_\_\_\_\_\_\_\_\_\_ analysis provides information about the present and potential manpower of the organization.
6. Theory
7. Inventory
8. Cost
9. Strength
10. Manpower planning necessitates job \_\_\_\_\_\_\_\_\_.

1. Opportunity
2. Promotion
3. Placement
4. Analysis
5. HRD emphasises \_\_\_\_\_\_\_\_\_ .
6. Intelligence
7. Remuneration
8. Performance
9. Training & development
10. When a new person is recruited in the organization it is essential to orient a new comer about the organization through \_\_\_\_\_\_\_\_ training.
11. Refresher
12. Induction
13. Personality
14. Organization
15. \_\_\_\_\_\_ is the act or process of teaching or learning skill, while \_\_\_\_\_\_\_\_ is a stage of growth or

advancement.

1. Training, Development
2. Induction, Placement
3. Orientation, Refresher
4. Development, Induction
5. \_\_\_\_\_\_\_ is guidance and training provided generally by a senior to a new recruit.
6. Understudy
7. Apprenticeship
8. Coaching
9. Job rotation
10. An \_\_\_\_\_\_\_ is a person who studies another’s role or duties in order to act at short notice in the

absence of the other.

1. Understudy
2. Apprenticeship
3. Coaching
4. Job rotation
5. \_\_\_\_\_\_\_\_ involves shifting the employee from one job to another.
6. Understudy
7. Apprenticeship
8. Coaching
9. Job rotation
10. According to\_\_\_\_\_\_ employees are lazy and reluctant to work.
11. Theory Z
12. Theory Y
13. Theory X
14. ERG theory

1. Job \_\_\_\_\_\_\_\_ is an approach to job design where the focus is to increase the depth of the job.
2. Enrichment
3. Enlargement
4. Design
5. Rotation
6. \_\_\_\_\_\_\_\_ helps in forecasting human resource needs of a company.
7. Career planning
8. Career training
9. HED Minister
10. Employees
11. The basic purpose of outdoor training in management training program is to develop.
12. Personality
13. Stamina
14. Job skills
15. Team work
16. \_\_\_\_\_\_ report is a descriptive report prepared, generally at the end of every year, about the employee by his immediate superior.
17. Confidential
18. Project
19. Feasibility
20. Financial
21. In \_\_\_\_\_\_\_\_ method the appraisal is done to test the attitude or behavior of the employee.
22. ABRS
23. SRBA
24. BARS
25. RABS
26. Succession planning develops ----------------.
27. Performance
28. Activities
29. Management
30. Talent pools
31. HRD facilitates-------------of an organization.
32. Expansion
33. Closure
34. Shifting
35. Downsizing
36. Workforce \_\_\_\_\_ has created new challenges for human resource management.
37. Uniformity
38. Diversity
39. Equality
40. Regularity

1. \_\_\_\_\_ is the gradual reduction in the workforce through resignation, retirement and death.
2. Employee turnover
3. Attrition
4. Outsourcing
5. Downsizing

1. The sexual Harassment of women at workplace Prevention, prohibition and Redressal Act was passed in\_\_\_\_\_\_\_.
2. 1983
3. 2003
4. 2013
5. 2015

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