

**A) Fill in the blanks by choosing the appropriate options given below.**

- 1) \_\_\_\_\_ is a plan or a sketch of the job to be done.  
(Job Design, Job enlargement, Performance)
- 2) Employment tests facilities selection of \_\_\_ candidates.  
(Competent, Average, Incompetent)
- 3). Conference & seminars are \_\_\_\_\_ method of management development.  
(On the Job, Effective, Off the job)
- 4) High employee \_\_\_\_\_ is a state of mind where the employee has high enthusiasms to work.  
(Motivation, leadership, moral)
- 5) ----- is an exclusive one to one relationship.  
(Mentoring, Lecturing, Team buildings)
- 6) Human resource development is the integrated use of -----  
(organization, personal, social)
- 7) Training is teaching, or developing in oneself or others, any -----and knowledge or fitness that relate to specific useful competencies.  
(skills, idea, utility)
- 8) ----- is the systematic evaluation of the performance of employees and to understand the abilities of a person for further growth and development.  
(Performance Appraisal, Training, Motivation)
- 9) -----is a process of systematically matching career goals and individual capabilities with opportunities for their fulfillment.  
(Evaluation, Career planning, Job analysis)
- 10) ----- is a relationship in which a more experienced or more knowledgeable person helps to guide a less experienced or less knowledgeable person.  
(Training, Mentoring, Teaching)
- 11) ----- is advice which a expert gives to someone about a particular problem.  
(Counselling, Mentoring, Guiding)
- 12) ----- is an important part to our career success.  
(Training, Promotion, Human Relation)
- 13) ----- is the art of motivating a group of people to act toward achieving a common goal.  
(Leadership, Ownership, Entrepreneurship)

- 14) ----- the process of stimulating people to actions to accomplish the goals.  
(Promotion, Motivation, Termination)
- 15) Employee ----- describes the overall satisfaction that employees feel at work.  
(attitude, performance, morale)
- 16) A person's -----is a measure of their interpersonal and communication skills.  
(Emotional quotient, Spiritual quotient, Educational quotient)
- 17) ----- quotient is the key to a life of purpose.  
(Intellectual, Spiritual, Emotional)
- 18) Employee ----- caused by the gap between what employees expect and what he fail to get.  
(grievance, dissatisfaction, complaint)
- 19) ----- implies providing better work conditions.  
( HRM, Labour welfare, HRD)
- 20) Employee's safety and health care is the part of the----- management system.  
(Organizational, personnel, human resource)

**B) State whether the following statements are true or false.**

- 1) Human resource planning necessitates job analysis.
- 2) Motivation can be positive or negative.
- 3) The basic purpose of counseling is to assist the individual to make their own decision.
- 4) Human relation is not and inter disciplinary concept.
- 5) Human resource Accounting is compulsory in India.
- 6) HRD develops the key competencies that enable individuals in organizations to perform current and future jobs.
- 7) Training has no specific goals of improving one's capability, capacity, productivity and performance.
- 8) 360-feedback is a multidimensional performance appraisal method.
- 9) Career planning ensures a constant supply of promotable employees.
- 10) The mentor may be older or younger than the person being mentored, but he or she must have a certain area of expertise.
- 11) Counselling is a process of talking about and working through your Personal problems with a counsellor.
- 12) Relationships between employees and management are not substantial value in any workplace.
- 13) Relation building is not skill of good leadership.
- 14) Motivation involves the biological, emotional, social, and cognitive forces that activate behavior.

- 15) When employees are positive about their work environment employee morale is positive.
- 16) Having a high EQ means you know your strengths.
- 17) Spiritual intelligence results in a sense of deeper meaning and purpose of important life skills and work skills.
- 18) Employees' grievances can't be a challenge in personnel management.
- 19) The welfare measures need not be in monetary terms only but in any kind.
- 20) Safety measures are activities and precautions taken to improve safety.

MHRM Sem VI – Objectives Answers:

A) Fill in the blanks:

1. Job Design
2. Competent
3. Effective
4. Leadership
5. Mentoring
6. Organization
7. Skills
8. Performance Appraisal
9. Career Planning
10. Mentoring
11. Counselling
12. Human relations
13. Leadership
14. Motivation
15. Morale
16. Emotional quotient
17. Spiritual
18. Grievance
19. Labour welfare
20. Organizational

**B) True or False:**

1. True
2. True
3. True
4. False
5. False
6. True
7. False
8. True
9. True
10. True
11. True
12. False
13. False
14. True
15. True
16. True
17. True
18. False
19. True
20. True

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SEM VI

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CLASS TEST MAY 2020