

Course Name : HR Operations

Course Code : 305

Multiple Choice Questions.

Q .no	Questions	Answer
1	Personnel management is also called as (A) Personnel Administration (B) Manpower management (C) Both (A) and (B) (D) None of the above	C
2	Personnel management specifically deals with human resources in respect of (A) Their procurement (B) Their development (C) Their motivation (D) All of the above	D
3	Which of the following is (are) true? (A) Principles of general management are applicable to personnel management (B) Personnel management considers that labour is a lifeful item (C) Personnel management deals with the relations of personnel towards management (D) All of the above	D
4	Personnel management is a (an) (A) Approach (B) Point of view (C) Technique of thinking (D) All of the above	D
5	The subject matter of personnel management is	C

	(A) Profit (B) Capital investment (C) Human being (D) Wages and incentives	
6	The following is not a function of Personnel management (A) Training and development of manpower (B) Recruitment and selection of manpower (C) Wages and salary administration (D) Production, Planning and control	D
7	The following principle of Personnel management stresses to make the labour partner to the business (A) Principle of fair reward (B) Principle of joint management (C) Principle of Dignity of labour (D) Principle of team spirit	B
8	Personnel policies are the _____ of the organization. (A) Constitution (B) Epic (C) Foundation (D) None of the above	A
9	9-The following is not Principle of Personal Policies (A) Principle of common interest (B) Principle of Development (C) Principle of recognition of trade unions (D) Principle of team spirit	D
10	10-In manpower planning, short term plans are prepared for (A) One month (B) Three months	D

	(C) Six months (D) One year	
11	11-The following factor(s) affect(s) manpower planning (A) Working hours (B) Nature of production (C) Performance rate (D) All of the above	D
12	12-Product mix means a production programme based on (A) Optimum productive capacity (B) Sales forecast (C) Both (A) and (B) (D) None of the above	C
13	13-Satisfactory resolution of the disputes may avoid the following (A) None co-operative actions (B) Ill will (C) Strikes (D) All of the above	A
14	14-If the productive man hours lost are less, their available productive hours will be (A) More (B) Less (C) Same (D) None of the above	D
15	15-_____ method of training is connected to real life problem. (A) Confernces (B) Case study (C) Management games (D) Sensitivity training	B
16	16- Personnel man must be a person who must have the following.	D

	(A) Sensibility (B) Conceptual skill (C) Human relation skill (D) All of the above	
17	17-Advantage(s) of career planning is(are) (A) Reduces turnover (B) Tap potentials of employees (C) Motivates employees (D) All of the above	D
18	Question	Correct Answers
	a. Growth Phase	1. Motivate people
	b. Industry Shift phase	2. Visualize picture
	c. Major integration phase	3. Clear Vision
	d. Turnaround phase	4. Comfortable with ambiguity
	The correct answer is (A) a-3, b-4, c-2, d-1 (B) a-3, b-4, c-1, d-2 (C) a-2, b-3, c-4, d-1 (D) a-4, b-3, c-2, d-1	A
19	19-_____ means limitation of organized action. (A) Organizing (B) Controlling	C

	(C) Directing (D) Planning	
20	20- Following are the types of audit in personnel department. (A) Audit of managerial compliance (B) Audit of employee satisfaction (C) Audit of Corporate strategy (D) All of the above	D

