

Internal Assessment for MDC Course IDC Paper- Human Resource Management (3rd Semester)

Based on your syllabus, here are the 40 MCQs :

Tick the correct option and submit a hard copy of the same by 20.11.2025, 1 P.M.

Write your-

Name:

Course: BSC / B.A:

Roll Number:

Unit I: Introduction (10 Questions): Concept, Functions, and Role of HRM

1. Question: Which of the following best describes the core function of Human Resource Management (HRM)?
 - a) Managing organizational finance and accounting.
 - b) Managing the technological infrastructure of the organization.
 - c) Managing people in an organization to achieve strategic objectives.
 - d) Managing external public relations and marketing campaigns.
2. Question: The status and competencies of an HR Manager primarily involve acting as a/an:
 - a) Technical specialist and administrative clerk.
 - b) Strategic partner and employee champion.
 - c) Production supervisor and quality controller.
 - d) Financial analyst and investment advisor.
3. Question: Which HRM function deals with assessing future staffing needs and ensuring a continuous supply of talent?
 - a) Performance Appraisal.
 - b) Compensation and Benefits.
 - c) Human Resource Planning.
 - d) Employee Grievance Handling.
4. Question: The term 'Role' of HRM refers to:
 - a) The legal framework governing HR practices.
 - b) The specific tasks and duties performed by HR personnel.
 - c) The ethical principles guiding HR decisions.
 - d) The technological tools used for HR data management.

Evolution and Modern Challenges

5. Question: The shift from 'Personnel Management' to 'Human Resource Management' signifies a change towards a more:
 - a) Clerical and transactional approach.
 - b) Compliance-focused and reactive approach.
 - c) Strategic and proactive approach.
 - d) Short-term and cost-reduction approach.

6. Question: Which of the following is considered a major Emerging Challenge of HRM?
 - a) Lack of basic personnel records.
 - b) Managing global operations and cultural diversity.
 - c) Over-reliance on manual payroll processing.
 - d) Conducting basic job interviews.
7. Question: Workforce diversity primarily refers to differences in:
 - a) Salary grades and job titles.
 - b) Physical office locations.
 - c) Age, gender, ethnicity, religion, and abilities.
 - d) Company-provided uniform sizes.

Key Modern HR Concepts

8. Question: What does VRS stand for in the context of Human Resource Management?
 - a) Voluntary Replacement Scheme.
 - b) Variable Recruitment Strategy.
 - c) Voluntary Retirement Scheme.
 - d) Verified Resource System.
9. Question: Downsizing is primarily a strategy aimed at:
 - a) Expanding the product line.
 - b) Reducing the size of the workforce to improve efficiency.
 - c) Increasing employee benefits.
 - d) Implementing new HR software.
10. Question: The Human Resource Information System (HRIS) is mainly used to:
 - a) Conduct performance reviews manually.
 - b) Automate and manage HR data and processes.
 - c) Print physical employee handbooks.
 - d) Negotiate collective bargaining agreements.

Unit II: Acquisition of Human Resources (10 Questions): Human Resource Planning (HRP) and Job Analysis

11. Question: Quantitative aspects of Human Resource Planning (HRP) focus on:
 - a) The quality of employee skills and knowledge.
 - b) The number of employees required in the future.
 - c) The motivational level of the current workforce.
 - d) The ethical standards of recruitment.
12. Question: Job Analysis is a systematic process for determining:
 - a) The market price of the final product.
 - b) The legal compliance status of the organization.
 - c) The duties, tasks, and responsibilities of a job.
 - d) The cost of employee training programs.
13. Question: What is the primary output of Job Analysis?
 - a) The organization's annual budget.
 - b) Job Description and Job Specification.
 - c) The employee performance appraisal form.
 - d) The company's mission statement.
14. Question: A Job Description is a statement summarizing:

- a) The minimum acceptable qualifications required from an employee.
- b) The financial value of the job to the organization.
- c) The duties, working conditions, and responsibilities of a specific job.
- d) The employee's personal career goals.

Recruitment, Selection, and Placement

15. Question: Recruitment is best defined as the process of:
 - a) Choosing the most suitable candidate for a job.
 - b) Introducing the selected candidate to the job and organization.
 - c) Stimulating and attracting a pool of qualified applicants.
 - d) Analyzing the compensation structure of competitors.
16. Question: The Selection Process typically involves all of the following except:
 - a) Preliminary interview and application form screening.
 - b) Employment tests and interviews.
 - c) Job analysis and job design.
 - d) Background checks and medical examination.
17. Question: The purpose of a Placement decision is to:
 - a) Train the candidate on new skills.
 - b) Assign the selected candidate to a specific job/department.
 - c) Terminate an employee's contract.
 - d) Revise the company's compensation policy.
18. Question: The goal of an Induction program is to:
 - a) Evaluate the employee's performance immediately.
 - b) Negotiate the employee's starting salary.
 - c) Orient and socialize the new employee to the organization and job.
 - d) Determine the training needs of senior staff.
19. Question: A Test and Interview are essential steps in which HR process?
 - a) Performance Appraisal.
 - b) Selection.
 - c) Downsizing.
 - d) Career Development.
20. Question: The quantitative and qualitative dimensions of HRP refer to:
 - a) The cost and profit associated with HR activities.
 - b) The number of employees needed and the type of skills required.
 - c) The legal and ethical compliance of HR operations.
 - d) The speed and efficiency of recruitment.

Unit III: Training and Development (10 Questions): Training Need and Design

21. Question: The first step in establishing a new training program is generally:
 - a) Designing the training curriculum.
 - b) Identifying Training and Development Needs.
 - c) Evaluating the effectiveness of the training.
 - d) Outsource the training program.
22. Question: Identifying a Training Need typically involves analyzing all of the following except:
 - a) Organizational goals and resource availability.

- b) Task requirements for specific jobs.
- c) Individual employee performance.
- d) Competitor's marketing strategy.

23. Question: Designing Training Programs involves determining:

- a) The legal consequences of poor performance.
- b) The training objectives, content, methods, and duration.
- c) The organization's future dividend payout ratio.
- d) The cost of raw materials for production.

Types and Evaluation of Training

24. Question: Which training type is most focused on bridging the gap between current and desired employee capabilities?

- a) Role-Specific Training.
- b) Competency-Based Training.
- c) Organizational Induction.
- d) Basic literacy training.

25. Question: Training intended to develop an employee for potential future roles and responsibilities is known as:

- a) Performance Appraisal.
- b) Development.
- c) Recruitment.
- d) Downsizing.

26. Question: Evaluating Training Effectiveness typically assesses the following except:

- a) Trainee reactions and learning.
- b) Change in behavior on the job.
- c) The organization's stock market performance.
- d) The impact on organizational results.

27. Question: The process of obtaining training services from an external provider is called:

- a) In-house Training.
- b) Training Process Outsourcing.
- c) Internal Recruitment.
- d) Career Counseling.

Management and Career Development

28. Question: Management Development focuses on improving the skills of:

- a) Entry-level clerical staff.
- b) Workers on the production line.
- c) Current and potential managers/leaders.
- d) External consultants.

29. Question: A Career Development program typically aims to:

- a) Restrict employees to their current job roles.
- b) Systematically plan and manage employees' progression within the organization.
- c) Reduce the company's annual training budget.
- d) Standardize the company's product packaging.

30. Question: Which element of training is concerned with assessing whether the learning has translated into improved work results?

- a) Designing Training Programs.
- b) Role-Specific Training.
- c) Evaluating Training Effectiveness.
- d) Identifying Training Needs.

☒ **Unit IV: Performance Appraisal (10 Questions): Nature, Objectives, and Methods**

31. Question: The Nature and objectives of performance appraisal primarily involve:
- a) Solely punishing employees for poor work.
 - b) Systematically evaluating an employee's job performance.
 - c) Calculating the annual tax liability of the organization.
 - d) Conducting an external audit of the company's finances.
32. Question: Which of the following is considered a Modern technique of performance appraisal?
- a) Graphic Rating Scales.
 - b) Critical Incident Method.
 - c) 360-Degree Feedback.
 - d) Confidential Report.
33. Question: The main purpose of Performance Appraisal and Employee Counseling is to:
- a) Justify salary reductions.
 - b) Provide feedback and guidance for employee improvement.
 - c) Determine the price of company shares.
 - d) Document legal non-compliance.
34. Question: A Job Change used as part of a performance appraisal can be a:
- a) Product recall.
 - b) Transfer or promotion.
 - c) Company merger.
 - d) Policy revision.

Compensation and Incentives

35. Question: Compensation includes:
- a) Only the emotional satisfaction from work.
 - b) The cost of raw materials.
 - c) Pay, benefits, and non-financial rewards.
 - d) The time spent commuting to work.
36. Question: Policy and objectives for compensation are established to ensure:
- a) External market competitiveness and internal equity.
 - b) Maximum secrecy regarding pay scales.
 - c) Complete uniformity across all industries.
 - d) Exclusive use of non-monetary rewards.
37. Question: What is the main purpose of Job Evaluation in compensation management?
- a) To appraise the individual's performance.
 - b) To determine the relative worth/value of a job to the organization.
 - c) To recruit new employees.
 - d) To assess training effectiveness.
38. Question: Methods of wage payments and incentive plan benefits are used to:

- a) Calculate the company's profit margin.
- b) Motivate and reward employees for performance.
- c) Restrict access to organizational data.
- d) Measure customer satisfaction.

39. Question: Performance-linked compensation ensures that employee rewards are directly tied to:

- a) The age of the employee.
- b) The number of public holidays in a year.
- c) Individual, team, or organizational achievements.
- d) The stock market's closing price.

40. Question: Transfers and promotions as part of performance appraisal relate to which main objective?

- a) Employee termination.
 - b) Rewarding and placing employees based on performance potential.
 - c) Reducing employee training needs.
 - d) Drafting the company's annual report.
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This set of questions is only for the internal assessment of the IDC paper of the 3rd Semester MDC Course.