Roll No.

GOVERNMENT COLLEGE UNIVERSITY

FINAL EXAMINATION 2015

OBJECTIVE

COURSE: PROFESSIONAL PRACTICES   **COURSE CODE: HM-3123**

TOTAL MARKS: 14

1. _____ is a collection of people with the aim to achieve a goal.

    A- Group

    B- Team

    C- Company

    D- None of the above

2- _____ provides basic information to the HR about an applicant.

    A- Test

    B- Interview

    C- Application From

    D- All of the above

3- A technique used for personality test is _____.

    A- Self report

    B- Personal Report

    C- Direct Report

    D- None of the above.

- _____ is part of the recruitment process.

    A- Director
    B- Company manager
    C- HR recruiter

1-4

D- None of the above

5- The process that helps to evaluate staff performance is called _____.

A- Evaluation method

B- Revaluation method

C- Checking method for employees

D- All of the above

6- Overall evaluation of a program is called _____.

A- Monitoring process

B- Evaluation

C- Checking process

D- All of the above

7- A structured process by which managers enhance their skills.

A- Management

B- Management skill

C- Management development

D- None of the above

8- Polygraphs and honesty tests are grouped in _____ tests.

A- Ability

B- Integrity

C- Personality

D- Knowledge

9- The _____ occurs when an interviewer allows negative characteristics to overshadow other evidence.

    A- Snap judgment

    B- Halo Effect

    C- Cultural noise

    D- Horn effect

10- _____ tests measure an individual's thinking, memory, reasoning and mathematical abilities.

    A- Reflexive

    B- Cognitive ability

    C- Physical ability

    D- Situational judgment

11- The term _____ refers to a general state of physical, mental and emotional well-being.

    A- Health

    B- Illness

    C- Security

    D- None of the above

12- _____ is a combination of financial and non-financial rewards available to employees.

    A- Base pay

    B- Total remuneration

    C- Total reward

    D- None of the above

13- The training and development manager must perform the duties as _____.

    A- Administrator and consultant

    B- Training designer

    C- Training Instructor

    E- All the above.

3-4

14- _____ is institutionalized and legal power inherent in a particular job that helps the holder to successfully carry out his or her responsibilities.

    A- Accountability

    B- Authority

    C- Responsibility

    D- Delegation

GOVERNMENT COLLEGE UNIVERSITY
FINAL EXAMINATION 2015
SUBJECTIVE

COURSE: PROFESSIONAL PRACTICES

COURSE CODE: HM-3123

NAME: ROLL NO:

TOTAL MARKS: 56

Note: Attempt any 4 questions: all questions carry equal marks.

1.

    a. Define team. What are the different types of teams, explain their functions?
    b. What factors affect the process of recruitment and selection? (7+7)

2.

    a. What is the difference between authority, responsibility or delegation?
    b. Write a note on job analysis methods. (7+7)

3.

    a. Define training. What kind of duties can be performed by the training manager to groom the new inducted employees in the company?
    b. Briefly explain the approaches towards effective safety management? (7+7)

4.

    a. What can be suitable criteria for recruitment as well as evaluation of employees in a company?
    b. Briefly explain the various theories of learning? (7+7)

5.

    a. Write a detailed note on Reward Schemes?
    b. Define and explain performance appraisal? (7+7)

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OBJECTIVE QUESTION PAPER

Examination: Final Examination (2018)

Subject: Professional Practices (HM-3123)

Time: 25 Minutes

Semester: V

Session: BSCS (2015-19)

Total Marks: 12

Student Name: -----------

Note: Cutting/Erasing and Over-writing will be considered as wrong answer.

Q.1 Encircle the most appropriate answer from the following four answers.

Q.No.	MCQs	Marks
1	Types of Test Validity include: a. Content validity b. Criterion validity c. Both a and b d. None of these	01
2	_____ is most popular method for obtaining job-related information? a. Observation b. Interview c. Diary/Log d. Survey	01
3	Polygraph and Honesty Tests are grouped in _____ Tests. a. Ability b. Integrity c. Personality d. Knowledge	01
4	An aim of performance appraisal is: a. Fire employee b. Motivate employee c. Counsel employee d. Hire employee	01
5	Which one of the following need comes under Mc-Cleland theory of motivation? a. Need for power b. Need for achievement c. Need for affiliation d. All of these	01
6	_____ makes us from opinion on an individual based on one element.	01

P.T.c

	a. Noise b. Halo effect c. Distance d. Time pressure	

7	Which of the following is an off-the-job training method?
	    a. Television
	    b. Job Rotation
	    c. Orientation Training
	    d. Coaching
		01

8	Who propounded X and Y theory of motivation
	    a. Maslow
	    b. F. Herzberg
	    c. Alderfer
	    d. Mc Gregor
		01

9	Protection of organizational facilities and employees iss called:
	    a. Diverse situation
	    b. Security
	    c. Safety
	    d. Health
		01

10	"Strong research group" represents _____ in SWOT analysis.
	    a. Strength
	    b. Weakness
	    c. Opportunity
	    d. Threat
		01

11	_____ is a study of firm's past employment needs over a period of years to predict future needs.
	    a. Trend analysis
	    b. Ratio analysis
	    c. Scatter plot
	    d. All of these
		01

12	_____ is the combination of financial and non-financial rewards available to employees.
	    a. Base Pay
	    b. Total Remuneration
	    c. Total Reward
	    d. None of these
		01

SUBJECTIVE QUESTION PAPER

Examination: Final Examination (2018)

Subject: Professional Practices (HM-3123)

Time: 155 Minutes

Semester: V

Session: BSCS (2015-19)

Total Marks: 48

Note: Attempt four out of five questions. All questions carry equal marks.

Question No.	Questions	Division of Marks
Q.1	a. Discuss the Abraham Maslow's Hierarchy of Needs Theory	8
	b. Discuss why health and safety awareness important	4
Q.2	a. What is Selection Testing? Briefly explain its types	6

	b. Write a note on the following Job Analysis Methods:
	   a. Observation Methods and its types
	   b. Questionnaire Method
		6

Q.3	a. Why Staff Evaluation is important and what are the Evaluations Methods?	6
	b. Discuss the Training Need Analysis (TNA) and duties of Training Manager?	6

Q.4	Briefly define the following:
	   a. Authority v/s Power
	   b. Formal v/s Informal Groups
	   c. Motivation and Leadership
	   d. Job Enlargement and Job Rotation
		(4*3=12)

Q.5	a. Define Team. What are different types of teams and explain their functions?	6
	b. What is meant by Reward Scheme? Briefly explain the Extrinsic and Intrinsic Rewards.	6