

QB365 Question Bank Software Study Materials

Fundamentals of Human Resource Management 45 Important 1 Marks Questions With Answers (Book Back and Creative)

12th Standard

Commerce

Total Marks : 45

Multiple Choice Question

45 x 1 = 45

- 1) Human resource is a _____ asset.
(a) Tangible **(b) Intangible** (c) Fixed (d) Current
- 2) Human Resource management is both _____ and _____.
(a) Science and art (b) Theory and practice (c) History and Geography (d) None of the above
- 3) Planning is a _____ function.
(a) selective **(b) pervasive** (c) both a and b (d) none of the above
- 4) Human resource management determines the _____ relationship.
(a) internal, external **(b) employer, employee** (c) Owner, Servant (d) Principle, Agent
- 5) Labour turnover is the rate at which employees _____ the organisation.
(a) enter **(b) leave** (c) Salary (d) None of the above
- 6) The human resource is the most important element in any
(a) Organisation (b) Industry (c) Commerce (d) Business
- 7) Human resource can work as a
(a) unity (b) reliable **(c) team** (d) none of the these
- 8) Human resource management has
(a) irrelevant **(b) universal relevance** (c) temporarily (d) permanent
- 9) Human resource management helps improve
(a) Production **(b) Productivity** (c) Profit (d) Power
- 10) In modern scenario a companies long term advantage lies in
(a) technology (b) business location (c) new market **(d) human resource**
- 11) Human resource management refers to
(a) all managerial activities (b) concepts and techniques **(c) the management of people in organisations**
(d) none of these
- 12) Human resources practices that support strategy includes
(a) production scheduling (b) staffing practices (c) policies and procedures (d) all of these
- 13) Human Resource Management function does not involve
(a) Retirement (b) Selection **(c) Cost control** (d) Training
- 14) Which one is not the specific goal of human resource management?
(a) Attracting applicants **(b) Separating employees** (c) Retaining employees (d) None of these

15) The objectives of HRM are categorised as
 (a) personal objectives (b) functional objectives (c) organisational and social objectives (d) all of the above

16) Scope of the HRM includes
 (a) Retirement and separation of employees (b) HR training and development (c) Industrial relations
 (d) All of the above

17) The term used before the language of modern HRM was
 (a) labour relations (b) personnel management (c) industrial management (d) all of the above

18)

List I	List II
i) Human resource development	1) Training
ii) Compensation management	2) Job-evaluation
iii) Human relations	3) Motivation
iv) Human resource accounting management	4) Human resource

- (a) (i)(ii)(iii)(iv)
1 2 3 4
- (b) (i)(ii)(iii)(iv)
4 3 2 1
- (c) (i)(ii)(iii)(iv)
3 1 4 2
- (d) (i)(ii)(iii)(iv)
2 4 1 3

19)

List I	List II
i) Human resource	1) Planning
ii) Human resource management	2) Procurement
iii) Managerial function	3) Goal oriented
iv) Operative function	4) Movable

- (a) (i)(ii)(iii)(iv)
4 3 1 2
- (b) (i)(ii)(iii)(iv)
1 2 3 4
- (c) (i)(ii)(iii)(iv)
3 1 2 4
- (d) (i)(ii)(iii)(iv)
2 1 4 3

20)

List I	List II
i) Planning	1) Delegation of authority
ii) Organising	2) Motivation
iii) Directing	3) Rectify deviations
iv) Controlling	4) Systematic operation

- (a) (i)(ii)(iii)(iv)
1 2 3 4
- (b) (i)(ii)(iii)(iv)
4 1 2 3
- (c) (i)(ii)(iii)(iv)
2 3 4 1
- (d) (i)(ii)(iii)(iv)
3 4 1 2

21) Human resource exhibits ____ and ____
 (a) innovation, creativity (b) workers, employees (c) both (d) none of these

22) ____ relations depend on human resource.
 (a) Industrial (b) Business (c) Technological (d) All of these

23) ____ includes the overall progress of the employee and the enterprise.
 (a) Human resource (b) Human resource management (c) Psychological management (d) organisational behaviour

24) ____ focuses on people in an organisation.
 (a) Human resource management (b) Human resource (c) Organisational behaviour (d) None of these

25) The two sets of functions performed are ____ and ____ functions.
 (a) managerial, organisational (b) operative, psychological (c) managerial, operative (d) none of these

26) ____ needs in an organisation is very important as it is a form of investment.

- (a) **Determination of manpower** (b) competitive advantage (c) Employee attitude (d) None of these
- 27) _____ helps the workforce to identify their level of performance.
 (a) Human resource (b) **Human resource management** (c) Personal management (d) None of these
- 28) _____ is deciding in advance what to do, how to do and who is to do it.
 (a) **Planning** (b) Organising (c) Directing (d) Controlling
- 29) _____ helps in the systematic operation of business.
 (a) Controlling (b) Directing (c) Organising (d) **Planning**
- 30) _____ reduces waste of time energy and money and early attainment of organisational objectives.
 (a) Planning (b) Organising (c) **Directing** (d) Controlling
- 31) To be ethical and social towards needs of society is _____ objective of HRM.
 (a) **societal** (b) operational (c) functional (d) all of these
- 32) The characteristics of human resources are _____ in nature.
 (a) homogeneous (b) **heterogeneous** (c) ductility (d) none of the above
- 33) Managerial functions of HRM is must for _____ of the organisation.
 (a) administration (b) **smooth running** (c) financial stability (d) none of the above
- 34) _____ functions are the HR functions that are required to administrate the manpower in the organisation.
 (a) Managerial (b) Analytical (c) **Operational** (d) Research
- 35) _____ states the way about what are the activities that need to be conducted, when it is to be conducted and how to conduct it.
 (a) **Planning** (b) Organising (c) Decision making (d) All of these
- 36) HRM is _____
 (a) **a staff functions** (b) a line function (c) a staff function, line function and accounting function (d) all of the above
- 37) The scope of HRM does not include _____
 (a) retirement of employees (b) **manpower planning** (c) training of employees (d) maintenance of accounts
- 38) _____ is a intangible function which can be measured only by results.
 (a) **Human Resource Management** (b) Cost Management (c) Financial Management (d) Operating Management
- 39) What are the Integrative tool _____
 (a) Motivate (b) Participate (c) Co-ordinate (d) **All of these**
- 40) Human resource management makes use of concepts like _____
 (a) Sociology (b) Psychology (c) Economics (d) **All of these**
- 41) Managerial functions are _____
 (a) Planning (b) Organising (c) Directing (d) **All of these**
- 42) Pickout the odd one out.
 (a) Compensation (b) Retention (c) Integration (d) **Planning**
- 43) Find the odd one out.
 (a) Acquisitions (b) Upgrading (c) **Unsolicited applicants** (d) Previous applicants

44) Match the following

Planning	Process of agreeing to terms and conditions
Organising	To give instruction
Directing	To Decide
Procurement	To plan

(a)

A	B	C	D
iv	iiii	iii	

(b)

A	B	C	D
ii	iiii	iv	

(c)

A	B	C	D
ivi	ii	iii	

(d)

A	B	C	D
ii	ivi	iii	

45) Which is not correctly Matched?

- (a) Compensation - fringe benefits (b) Retention - social security, Job satisfaction
- (c) Integration - Reconciliation between personal interest and organisational Interest
- (d) Controlling - To have control over economic condition**