

**Avinashilingam Institute for Home Science and Higher Education for Women  
Coimbatore – 641 043**

**Master Degree Examination - November  
III Semester**

**2017**

**Class : II PG  
Major : Human Development**

**Time: 3 hours  
Max. Marks: 60**

**12MHDC17 – Essentials of Human Resource Development**

**Part A**

**10 x 1/2 = 5**

**Choose the correct answer**

1. The first effective step in communication is  
a. listening                      b. feedback                      c. motivating                      d. empathy
2. Questions about the feelings of a person is called  
a. clarification                      b. empathic                      c. open                      d. directive
3. The pioneering task of a manager is to control ..... Of his unit  
a. boundary                      b. system                      c. function                      d. tasks
4. ....staff should have competencies in implementing KMS  
a. HR                      b. BR                      c. Office                      d. PM
5. .... skill is an integral part of the role of a training manager  
a. foresight                      b. counselling                      c. empowerment                      d. reasoning
6. Selection based on ..... towards the job is a domain of selection  
a. preference                      b. aptitude                      c. attitude                      d. liking
7. Performance planning can help in performance.....  
a. ventures                      b. appraisal                      c. input                      d. improvement
8. KPA refers to  
a. Key Performance Areas                      b. Key Personal Attributes  
c. Key Prosperity Areas                      d. Key Prone Areas
9. The critical attributes required for a good employee are  
a. education                      b. experience                      c. mental ability                      d. all the above
10. SOAR refers to situation, objectives, action and .....  
a. reference                      b. result                      c. readability                      d. remittance

**Part B**

**5 x 4 = 20**

**Answer ALL questions**

**Each answer should not exceed 200 words or one page**

- 11.a. Enumerate the objectives of performance appraisal.  
(Or)
- 11.b. Enlist the characteristics and goals of HRD.
- 12.a. Do individual differences affect the development of an organization? If yes, what are they and how do they impact?  
(Or)
- 12.b. Bring out the importance of planning in an organization.
- 13.a. Discuss the barriers that can hinder planning in an organisation.  
(Or)
- 13.b. Write a short note on (a) job analysis (b) job description
- 14.a. What are the factors that affect performance appraisal?  
(Or)
- 14.b. Highlight the areas that can be developed in an organisation by training the employees.
- 15.a. Brief on the objectives and characteristics of training.  
(Or)
- 15.b. Explain the features of career planning.

**Part C**

**5 x 7 = 35**

**Answer ALL questions**

**Each answer should not exceed 600 words or three pages**

- 16.a. Explain in detail how performance appraisal will enable employee development.  
(Or)
- 16.b. Elaborate on the main components of a performance appraisal system.
- 17.a. Highlight the relationship between HD and HRD.  
(Or)
- 17.b. Explain in detail the role and qualities of HR manager.
- 18.a. Write a detailed account on the factors that affect an organisation's development.  
(Or)
- 18.b. Enumerate the process of planning in an organization.
- 19.a. Explain in detail the process of training employees in an organisation.  
(Or)
- 19.b. Give a detailed description on the methods of training.
- 20.a. Discuss the career development cycle.  
(Or)
- 20.b. Explain in detail on the need and process of career planning.

\*\*\*\*\*