

Personnel & Financial Management

Answers

- 1) Manpower planning**
- 2) Recruitment and selection**
- 3) Performance appraisal**
- 4) Conduct rules & disciplinary proceedings**
- 5) Training & development**
- 6) Motivation**
- 7) Leadership & Team Building**

Answers : (1) Manpower Planning

- 1) The term Human Resource Development (HRD) become popular in our country during.....
- | | |
|------------------|-----------|
| 1) 1940's | 2) 1960's |
| 3) 1970's | 4) 1980's |

Personnel Administration

1-3 2-1 3-2 4-2 5-3 6-4 7-4 8-2 9-2 10-1

11-2 12-3

Human Resource & Man Power Planning

1-4 2-4 3-3 4-2 5-2 6-4 7-1 8-4 9-1 10-2

11-2 12-1 13-3 14-2 15-4

SWOT analysis

1-2 2-3 3-4 4-x

5S theory

1-4 2-4

TQM

1-2 2-1 3-x

Kaizen

1-4 2-1 3-4

Problem Solving Technique

1-2 2-2 3-3 4-x 5-4

Employee safety programme

1-4 2-3 3-1 4-4

Answers : (2) Recruitment and Selection

1) Match the following :

- A) Source of Manpower
B) Recruitment
C) Induction
D) Selection

- I. Interview
II. Training
III. Within Organisation
IV. Application Blank
2) A/III B/II C/I D/IV
3) A/IV B/III C/I D/II

1) A/II B/III C/IV D/I

3) A/III B/IV C/II D/I

1-3

Job requirements & Specification

1-3 2-4 3-4 4-1 5-2 6-2 7-x 8-1 9-x 10-x 11-4

Mehods of recruitment

1-1 2-1 3-1 4-3 5-2 6-4 7-3 8-3 9-3 10-2

Placement

1-3 2-3 3-1 4-2

Interviews

1-x 2-2 3-1 4-1 5-3

Psychological test & Aptitude test

1-2 2-3 3-1 4-1 5-1 6-x 7-2 8-4 9-4 10-3

Answers : (3) Performance Appraisal

- 1) Name the scientists who developed the technique of Business Process Re-engineering.

1) Tolstoy and Ali

2) Risbood and Marshal

3) **Hammer and Champy**

4) Taylor and Gilbreth

1-3 2-1 3-3 4-2 5-4 6-2 7-4 8-1 9-3

Job evaluation

1-1 2-4 3-2 4-3 5-2

Purpose of Performance Appraisal

1-3 2-2 3-4 4-1 5-2 6-1 7-2 8-x 9-3 10-2

Methods of performance appraisal

1-1 2-3 3-4 4-4 5-1 6-3

Answers : (4) Conduct Rules and disciplinary proceedings

- 1) The Royal Commission on Labour (1931) recommended the appointment of
- | | |
|--------------------|----------------------|
| 1) Labour Officer | 2) Personnel Officer |
| 3) Welfare Officer | 4) Personnel Manager |

1-1 2-1 3-3

Departmentation

1-4 2-4 3-4 4-3 5-3 6-3 7-3

Supervision

1-1 2-3 3-4 4-2 5-3

Principles of discipline

1-2 2-1 3-1 4-4 5-3 6-4 7-4 8-3 9-2 10-4

Transfer

1-1 2- 3-4 4-2

Punishments for misconduct

1-2 2-2 3-4 4- 5-3 6-4

Disciplinary procedure

1-3 2-1 3-3 4-1

Answers : (5) Training and development

1) Why is a training for Administrators in Public Administration essential?

1) Increases the productivity and reduces social cost

2) Increases the effective decision-making

3) Leads to increase in the moral of Employees

4) Changes the attitudes of employees

1-2 2-2

Training principles and methods

1-3 2-1 3-4 4-3 5-1 6-4 7-4 8-4 9-4 10-4 11-3

Evaluation of a training programme

1-2 2-1 3-3 4-2 5-2 6-4 7-4 8-4

Induction Programme

1-2 2-2 3-1 4-3 5-4 6-3 7-4

Apprenticeship system

1-1 2-2 3-2

Training Institutes

1-4 2-1 3-3 4-2

Methods of Training

1-3 2-1 3- 4-2 5-2 6-2 7-2 8-3 9-4

Skill Developmemnt Methods

1-2 2-2 3-3 4-4 5-3 6-2

Answers : (6) Motivation

- 1) Content motivation theories are represented by:
1) **Maslow, Alderfer, Herzberg, and McClland**
2) Maslow, Alderfer, Herzberg, and vroom
3) Maslow, Adams, Herzberg, and vroom
4) Alderfer, Adams, McClland, and vroom

Theories of motivation

1-1 2-2 3-3 4-3 5-2 6-2 7-3 8-2 9-1 10-3
11-2 12-2 13-1 14-3 15-2 16-3 17-3 18-4 19-1 20-1
21-4 22-4

Factors of motivation

1-4 2-4 3-2 4-1 5-3 6-2 7-4 8-2 9-3 10-4
11-4 12-1 13-2 14-4 15-3 16-4 17-1 18-3 19-1 20-x
21-4 22-4 23-4 24-4 25-3 26-4

Impact of Motivation

1-3 2-4

Answers : (7) Leadership and Team Building

- 1) What is expected from the Administrator to become an effective leader ?
 - 1) He must analyse the sources himself.
 - 2) He should consider the responses from the subordinates
 - 3) He must follow the instructions from superiors
 - 4) He must analyse forces within him and among subordinates.**

1-4 2-4 3-2 4-4

Leadership Theories

1-1 2-2 3-3 4-2 5-2 6-2 7-4 8- 9-3 10-4
 11-2

Qualities & Responsibilities of leader

1-3 2-4 3-2 4-1 5-4 6-2 7-2 8-3 9-4 10-4
 11-3 12-2 13-4 14-4 15-4

Types of leadership

1-3 2-2 3-2 4-4 5-3 6-3 7-1 8-1 9-4 10-2
 11-3 12-2 13-3 14-2 15-2 16-2 17-2 18-1 19-1

Team spirit

1-4 2-c 3-3 4-3 5-1 6-2 7-3 8-4 9-3 10-1
 11-2 12-4 13-1 14-3