

Internal Assessment Test - I

Sub:	Direct Taxation	Code:	18MBAF M303
Date:	18/9/2019	Duration:	60 mins
		Max Marks:	50
		Sem:	III
		Branch:	MBA

		Marks	OBE	
			CO	RBT
Part A - Answer all the questions (15* 1 = 15 marks)				
1	1. _____ is the process of collecting job related information. a. Job analysis b. Job design c. Methods of collecting job data d. None of the above	1	2	
2	2. Job description and job specification are the two sets of data in the job analysis process. True False	1	2	
3	3. Which of the following details is mentioned in job specification? a. Materials and forms used b. Location c. Hazards d. Physical skills	1	2	
4	4. Arrange the following steps in the job analysis process in a chronological order. A. Gather information B. B. Job specification C. C. Strategic choices D. D. Process information E. E. Job description	1	2	
5	5. The focus of job analysis is on the individual and not on the job. TRUE FALSE	1	2	
6	6. Match the following categories of work with the type of information mentioned in job analysis .Answer from the codes mentioned below. 1. Job context ----- A. Physical characteristics 2. Work activities ----- B. List of machines and tools used 3. Machines, tools and equipments used ----- C. Behaviours required on the jobs 4. Personal requirements ----- D. Social Context	1	2	
7	7. Which of the following is not a method of collecting job data? a. Checklists b. Interviews c. Case study d. All of the above	1	2	
8	8. What does MPDQ stand for? a. Mutual Psychological Development Questionnaire b. Multi - Priority Dual Queue c. Management Position Description Questionnaire d. None of the above	1	2	

9	9. Which of the following is an organisational factor affecting the process of job design? a. Social and cultural expectations b. Ergonomics c. Feedback d. None of the above	1	2
10	10. The method that depends mainly on the ability and experience of the supervisors for gathering relevant information about the job is called the a.task inventory analysis method b.technical conference method c. diary maintenance method d.critical incident method	1	2
11	11. The written statement of the findings of job analysis is called a.job design b.job classification c. job description d. job evaluation	1	2
12	12.How many stages does the recruitment process comprise of? 2 6 9 5	1	2
13	13._____ is concerned with designing and shaping jobs to fit the physical abilities and characteristics of employees. a. Ergonomics b. Autonomy c. Technostress d. None of the above	1	2
14	14. Which of these is the purpose of recruitment? a. Make sure that there is match between cost and benefit b. Help increase the success rate of the selection process by reducing the number of visibly underqualified or over qualified job applicants. c. Help the firm create more culturally diverse work – force d. None of the above	1	2
15	15. Which of the following act deals with recruitment and selection? a. Child labour act b. The apprentices act c. Mines act d. All of the above	1	2
16	16. Rearrange the following steps of recruitment. Choose the answers from below codes. I. Searching II. Evaluation and control III. Planning IV. Screening V. Strategy development	1	3
17	17. Which of the following terms is not associated with job analysis? Task Duty Position competitor	1	3

18	18. The Recruitment and Selection process aimed at right kind of people. (A) At right place (B) At right time (C) To do right things (D) all of the above	1	3
19	19. Does hiring and recruitment mean same. TRUE FALSE	1	3
20	20. The key advantage of a full time employee are stability, continuity, and predictability. TRUE FALSE	1	3
21	21. The labor costs of the core workforce may be greater than that of the flexible workforce. TRUE FALSE	1	3
22	22. _____ contract is a form of employment that carries fewer hours per week than a full-time job. a. Casual b. Part time c. Temporary d. Apprentice	1	3
	23. Transfer of a business process to an external organization is called as a. Contracting b. Outsourcing c. Relocation d. Third Party Agreement	1	3
	24. How many elements are there in PAQ 193 194 195 196	1	3
	25. PAQ is organized into how many divisions. 4 5 6 7	1	3
	26. What is the full form of SME Subject Material Expert Subject Medium Expert Subject Matter Expert Subject Module Expert	1	3
	27. Telephone screening during interview process helps in time saving TRUE FALSE	1	3
	28. What is the full form of KSA Know how, Specialization, Audience Knowledge, Skills, Abilities Knowledge, Skills, Actions	1	3

Knowledge, Skills, Answers
29. _____ employment is employment in which a person works a minimum number of hours defined as such by his/her employer. Full time Part Time Casual Gig
30. Workers are considered to be part-time if they commonly work fewer than 30 or 35 hours per week. TRUE FALSE
31. What are the recent trends in recruitment? (5M)
32. What is the difference between Job Description and Job specification. Point any 3 differences. (5M)
33. Explain the term "Recruitment" and the purpose of recruitment. (5M)
34. Recruitment is a positive process and selection is negative. Why? (5M)

1	3
1	3
1	3
1	3

Course Outcomes		PO1	PO2	PO3	PO4	PO5
CO1:	The student will gain insights of various principles and practices of recruitment and selection in an industry	1a,2a,4a,5a,5c				1b,6a,4b,
CO2:	The Student will be equipped with various selection procedure practiced in industry.	1c, 4c,6b				
CO3:	The Student will be developed with latest selection tools in the corporate sector.	2b,3a,3b,3c,5b,6c,7b,7c				
CO4:	The Student will learn various testing methods of job recruitment and selection	2c,7a,8				

Cognitive level	KEYWORDS
L1	list, define, tell, describe, recite, recall, identify, show, label, tabulate, quote, name, who, when, where, etc.
L2	describe, explain, paraphrase, restate, associate, contrast, summarize, differentiate interpret, discuss
L3	calculate, predict, apply, solve, illustrate, use, demonstrate, determine, model, experiment, show, examine, modify
L4	classify, outline, break down, categorize, analyze, diagram, illustrate, infer, select
L5	grade, test, measure, defend, recommend, convince, select, judge, support, conclude, argue, justify, compare, summarize, evaluate
L6	design, formulate, build, invent, create, compose, generate, derive, modify, develop, integrate

PO1–Theoretical Knowledge; PO2–Effective Communication Skills; PO3–Leadership Qualities; PO4 –Sustained Research Orientation; PO5 –Self-Sustaining Entrepreneurship

CCI

HOD

Scheme

Q.No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
	a	b	c	c	b	d	d	b	b	b	c	c	a	c	a	b	d	b	c	b	a	b