

**Avinashilingam Institute for Home Science and Higher Education for Women
(Deemed to be University) Coimbatore – 641 043**

Master of Education Degree Examination – April 2019
II, IV Semester

Class : I M.Ed / II M.Ed. Spl. Edn.

Time : 3 Hours
Max.Marks: 60

**18MEDC05/17MDSC14 Human Resource and Capacity Development in Higher
Education**

Part A

10 x ½ = 5

Choose the Correct Answer

1. Finding the effective ways to let people talk and listen to one another is called
 - a. Skill Development
 - b. Knowledge transfer
 - c. Role play
 - d. Symposium
2. The knowledge that can be expressed in words and numbers and can be easily communicated and shared in the form of hard data is called
 - a. Tacit
 - b. Structure
 - c. Explicit
 - d. Unstructured
3. The crucial part of knowledge management that ensures knowledge is available to those who need it is called
 - a. Knowledge generation
 - b. Knowledge diffusion
 - c. Knowledge dissemination
 - d. Knowledge creation
4. The act of converting knowledge into knowledge artifacts such as documents, images and videos that are consumed by the knowledge recipients asynchronously is known as
 - a. Creation
 - b. Technology
 - c. Personalization
 - d. Codification
5. The collaborative effort of a team to achieve a common goal or to complete a task in the most effective and efficient way is called
 - a. Administration
 - b. Team work
 - c. Management
 - d. Goal
6. The ability to use the procedures, techniques and knowledge of a specialized field is
 - a. Management skill
 - b. Technical skill
 - c. Conceptual skill
 - d. Human skill
7. The formal document of 1-2 page submitted to job recruiters as means of showing a list of an applicant's work experience, education and skills is called
 - a. Presentation
 - b. Resume
 - c. Communication
 - d. Portfolio
8. A specific form of writing and research that takes the lives of individuals as its subject is
 - a. Lab description
 - b. Communication
 - c. Biographical writing
 - d. Essay writing
9. A method of communication that needs password is
 - a. Telephone
 - b. Visual materials
 - c. videos
 - d. e-mail
10. Poetry is a type of
 - a. Poster making
 - b. Creative writing
 - c. Poem writing
 - d. Essay writing

Part B

5 x 4 = 20

Answer the following questions

Answers should not exceed 200 words or one page

11. a. Explain the components of knowledge transfer.
11. b. How do you organise a HRD meeting ?
(or)
12. a. Write about resume preparation skills.
12. b. Explain about speaking in any two formal situations.
13. a. Brief about biographical writing.
(or)
13. b. How will you interpret a pie chart ? Give an example.
14. a. Write a note on role play.
14. b. Write a short note on group interaction.
15. a. What do you mean by Note-making ?
(or)
15. b. Write a note on finding key information.

Part C

5 x 7 = 35

Answer the following questions

Answers should not exceed 600 words or three pages

16. a. Discuss about the human resource development in 21st century.
(or)
16. b. Write a note on organizing HRD : i. Workshops ii. Symposium
17. a. Write about the need and importance of skill development.
(or)
17. b. Prepare a tool to assess communication skills.
18. a. What is essay writing ? Explain its types.
(or)
18. b. Write short notes on : i. e-mail communication ii. Lab description
19. a. Write an essay on testing and evaluation of capacity development.
(or)
19. b. Prepare a tool to assess critical reading skills.
20. a. What is skill development ? Write shortly about any two skills.
(or)
20. b. Write short notes on : i. Skimming ii. Scanning
