



*K. Sambath*

**Avinashilingam Institute for Home Science and Higher Education for Women**  
Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD [now MoE]  
Re-accredited with an 'A++' Grade by NAAC CGPA 3.65/4, Category I by UGC  
Coimbatore - 641 043, Tamil Nadu, India

**Continuous Internal Assessment Test II – March 2026**  
**II SEMESTER**

**Class : I M. Ed**  
**Major: Education**

**Time: 2 Hours**  
**Maximum Marks: 60**

**25MEDC06 Human Resource And Capacity Development In Higher Education**

**Course outcomes:**

**At the end of the course, students will:**

- C01** apply the knowledge of soft skills through instruction, knowledge dissemination, demonstration and practice.  
**C02** actively participate in group discussion / meetings / interviews and prepare & deliver presentation.  
**C03** communicate effectively through verbal/oral communication and improve the listening and speaking skills.  
**C04** demonstrate knowledge about the significance of current research by writing a research paper.  
**C05** prepare, critically analyse and assess the capacity development programmes.

**PART – A**

**Choose the correct answer**

**6 x 1 = 6**

1. Telephone etiquette requires CO3 K2  
a. Loud speaking b. Informal tone  
c. Polite tone d. Fast speech
2. Mock interviews are part of CO3 K2  
a. Passive learning b. Simulation  
c. Passive listening d. Cultural studies
3. Skimming is used to CO4 K2  
a. Read every word carefully b. Identify the main idea quickly  
c. Memorize details d. Write summaries
4. Critical reading involves CO4 K3  
a. Accepting all information at face value  
b. Ignoring the context  
c. Evaluating and analyzing the content  
d. Memorizing text verbatim
5. Evaluation of capacity development helps to CO5 K3  
a. Eliminate employees  
b. Measure effectiveness of training programs  
c. Reduce accountability  
d. Avoid planning
6. Opportunity management refers to CO5 K2  
a. Ignoring potential growth  
b. Identifying and utilizing growth opportunities  
c. Limiting resources  
d. Reducing participation

**PART – B**

**Answer ALL questions**

**3 x 6 = 18**

**Each answer should not exceed 400 words or Two Pages**

7. a. List three key points of telephone etiquette. CO3 K2  
(or)  
7. b. Comment on how 'Role-play and Simulation enhance speaking skills in formal situations'? CO3 K3
8. a. How to find key information and make inferences from a reading passage? CO4 K3  
(or)  
8. b. Highlight the significance of email communication. CO4 K2
9. a. Define capacity development in higher education. CO5 K2  
(or)  
9. b. Write a short note on the concept of opportunity management. CO5 K2

**PART – C**

**Answer ALL questions**

**3 x 12 = 36**

**Each answer should not exceed 800 words or Four Pages**

10. a. Enumerate the importance of speaking skills in professional and academic settings. CO3 K3  
(or)  
10. b. Analyze the role of group interaction and simulation exercises in CO3 K4

- developing speaking skills for formal and informal settings.
11. a. Outline the techniques of skimming and scanning. How are they useful in academic reading? CO4 K3
- (or)
11. b. Discuss different types of essays and their structure with suitable illustrations. CO4 K3
12. a. Discuss the importance of testing and evaluation in capacity development in higher education. CO5 K3
- (or)
12. b. Describe innovative and proven methodologies for enhancing capacity development with examples. CO5 K3

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**Staff in-charge: Dr.R.Vaijyanthi**