



Avinashilingam Institute for Home Science and Higher Education for Women
(Deemed to be University under Category A by MHRD, Estd. u/s 3 of UGC Act 1956)
Re-accredited with A+ Grade by NAAC. Recognised by UGC Under Section 12B
Coimbatore - 641 043, Tamil Nadu, India

Master of Education Degree Examination - June / July 2021
II Semester

Class: I M.Ed.

Time : 3 Hours
Max. Marks : 100

20MEDC05 Human Resource and Capacity Development in Higher Education

Course Outcomes:

- CO1: Describe the different components of knowledge transfer
- CO2: Organize development activities
- CO3: Practice communication Skills and public speaking Skills
- CO4: Develop institutional and organizational capacity
- CO5: Critically analyse the capacity development programmes

Part A
Choose the Correct Answer

10 x 1 = 10

1. The fundamental challenge of knowledge transfer in multinational firms is: CO1K1
 - a. transferring explicit knowledge across borders
 - b. transferring tacit knowledge across borders
 - c. creating tacit knowledge in overseas subsidiaries
 - d. transferring tacit and explicit knowledge across borders
2. An _____ is a formal meeting in which a person or persons question, consult or evaluate another person or persons. CO3K2
 - a. interview
 - b. delivery of speech
 - c. group discussion
 - d. lecture
3. Mary, a senior member of the team, and Jose, a junior member of the team, are on opposite sides of an important issue. Both of their positions have merit. You notice that as Mary and Jose present their arguments, other team members: CO3 K5
 - a. Seem to be harsher in the criticisms of Jose's arguments
 - b. Are objective, and attentive to both arguments-the team values differences
 - c. Favor Mary slightly over Jose
 - d. Don't pay much attention to either viewpoint
4. Which of the following statements best describes the level of risk taking, innovation, imagination, and initiative by members of the group: CO3 K1
 - a. Beware, we shoot the messenger
 - b. Nothing ventured, nothing gained-go for it
 - c. Don't rock the boat, if it's not broke don't fix it
 - d. Some team members seem more comfortable with risk-taking and change than others
5. Which of these is the first step in the listening process? CO3 K2
 - a. Stop talking
 - b. Receiving
 - c. Interpreting
 - d. Responding
6. In NEP 2020, the current 10+2 system to be replaced by a new curricular structure. What is the new curricular structure? CO4 K4
 - a. 3+4+4+5
 - b. 5+3+3+4
 - c. 4+3+3+5
 - d. 5+4+3+3
7. Human resource management is amalgam of CO4 K2
 - a. Job analysis, recruitment and selection
 - b. Social behaviour and business ethics
 - c. Organisational behaviour, personal management and industrial relation
 - d. Employer and employees

8. -----is the process of imparting or increasing knowledge or skill of an employee to do a particular job. CO5 K1
 a. Training b. Development
 c. Motivation d. Leadership
9. Methods of job evaluation are CO5 K2
 a. Qualitative method b. Quantitative method
 c. Both (a) and (b) d. None of these
10. How many levels capacity building takes place as per UNDP CO5 K1
 a. 4 b. 5 c. 2 d. 3

Part B **5 x 6 = 30**

Answer ALL questions

Each answer should not exceed 400 words or two pages

- 11.a. Do you think online education will be active after COVID19? CO1 K5
 (or)
- 11.b. Explain the important steps / procedure to organise a seminar in your college. CO2 K4
- 12.a. Explain how will you prepare your Resume to attend campus interview in your college. CO3 K6
 (or)
- 12.b. Differentiate Communication skills and Administration skills. CO3 K2
- 13.a. Explain how to develop listening skills. CO3 K4
 (or)
- 13.b. Explain about Telephone skills and Telephone etiquette. CO3 K4
- 14.a. Describe Different types of essays. CO3 K2
 (or)
- 14.b. As a class teacher, prepare an Email letter to parents about the students' quarterly performance. CO4 K6
- 15.a. Prepare a tool to assess and evaluate capacity development. CO5 K5
 (or)
- 15.b. Explain Innovative and proven methodologies used for capacity development? CO5 K3

Part C

5 x 12 = 60

Answer ALL questions

Each answer should not exceed 800 words or fourpages

- 16.a. What are the Methods of Training? Write its need and importance. CO1 K2
 (or)
- 16.b. Explain about the Organising and conducting a HRD meeting in your institution. CO2 K4
- 17.a. What are the steps you may follow, when you are presenting your dissertation work for your M.Ed. viva-voce examination? CO3 K4
 (or)
- 17.b. Write about Do's and Don'ts in Work ethics. CO2 K4
- 18.a. Explain various techniques how to improve your speaking skills. CO3K3
 (or)
- 18.b. Describe different forms of interviews. CO3 K2
- 19.a. Write a Biographical writing of your locality. CO4 K4
 (or)
- 19.b. Prepare a pie chart for your classmates marks and analyse. CO4 K4
- 20.a. Explain about testing and evaluation of capacity development CO5 K2
 (or)
- 20.b. How to Evaluate capacity development CO5 K5
