



**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)  
Re-accredited with 'A++' Grade by NAAC. Recognised by UGC Under Section 12B  
Coimbatore - 641 043, Tamil Nadu, India

**Continuous Internal Assessment Test II – April 2025**  
**SEMESTER- II**

Class : I. M.Ed.

Max. Marks: 60  
Time: 2 Hrs

**23MEDC06 – Human Resources and Capacity Development in Higher Education**

**Course outcomes**

- CO1 apply the knowledge of soft skills through instruction, knowledge dissemination, demonstration and practice  
CO2 actively participate in group discussion / meetings / interviews and prepare & deliver presentation  
CO3 communicate effectively through verbal/oral communication and improve the listening and speaking skills  
CO4 demonstrate knowledge about the significance of current research by writing a research paper  
CO5 prepare, critically analyse and assess the capacity development programmes

**PART – A**

**Choose the correct answer**

**6 x 1 = 6**

1. In a group discussion, it is important to CO3K1  
a. Only listen and not to speak.  
b. Interrupt others to make your point  
c. Dominate the conversation  
d. Listen actively and wait for your turn to speak.
2. If one miss a call at work, what is the best action to take? CO3K1  
a. Ignore it and hope they call back  
b. Return the call as soon as possible, apologizing for missing it.  
c. Wait for them to leave a message.  
d. Text them instead of calling back
3. Interview enhances -----to questions skills CO4K1  
a. Action b. Responding  
c. Listening d. Non-verbal action
4. Creative writing is a -----centered technique. CO4K1  
a. Teacher b. Syllabus c. Learner d. Examination
5. A major challenge in capacity building is CO5K1  
a. The overuse of traditional training methods.  
b. Lack of sufficient funding and resources.  
c. Too much focus on theoretical knowledge.  
d. All the above
6. Which of the following is an example of an innovative tool for capacity development? CO5K1  
a. Paper-based surveys  
b. Mobile apps for on-the-job learning.  
c. Traditional lectures with no interaction.  
d. One-way communication via newsletter

**PART – B**

**Answer ALL questions**

**3 x 6= 18**

**Each answer should not exceed 200 words**

7. a. Demonstrate the steps involved in filling out a basic form, such as a job application form. CO3K4  
(OR)
7. b. Give an account on telephone etiquette CO3K4
8. a. Prepare a tool to assess critical reading skills. CO4K4  
(OR)
8. b. Highlight the significance of creative writing. CO4K3
9. a. Explain the importance of testing and evaluation in capacity development. CO5K3  
(OR)
9. b. Mention the key methods to evaluate capacity building programs. CO5K4

**PART – C**

**Answer ALL questions**

**3 x 12 = 36**

**Answer should not exceed 800 words**

10. a. Explain the process of filling out a government application form. Mention the common mistakes people make when completing these forms, and how can they be avoided? CO3K5
- (OR)
10. b. Using appropriate examples, describe how you would be ready for a job interview, a media interview, and an academic interview. CO3K4
11. a. Compose a Biographical writing of your locality. CO4K4
- (OR)
11. b. Enumerate on the types of Essays and it's significance CO4K4
12. a. Summarize the steps involved in identifying and capitalizing on opportunities within a capacity development program. CO5K4
- (OR)
12. b. Prepare a tool to assess and evaluate capacity development. CO5K4

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

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