



Name :

Roll No. :

Invigilator's Signature :

**CS/MBA(NEW)/SEM-3(FT)/HR-302/2009-10
2009**

HUMAN RESOURCE PLANNING

Time Allotted : 3 Hours

Full Marks : 70

The figures in the margin indicate full marks.

Candidates are required to give their answers in their own words as far as practicable.

GROUP – A

(Multiple Choice Type Questions)

1. Choose the correct alternatives of the following :

10 × 1 = 10

- i) The basis for human resource planning is
 - a) the economic trends
 - b) demand for employees
 - c) strategic plans of the firm
 - d) supply of employees.
- ii) Techniques of estimating demand for human resources
 - a) more approximations
 - b) involve HR audits
 - c) can be very accurate
 - d) employ skilled inventories.



- iii) Replacement charts
 - a) show likely terminations
 - b) indicate the current performance of employees and their promotability
 - c) point out feature HR needs for each job
 - d) describe the qualifications of promising candidates.
- iv) Work force factors that influence demand include
 - a) expansion moves b) terminations
 - c) strategic plans d) organizational designs.
- v) Judgement of those who are knowledgeable of future HR needs is done through
 - a) Trend Analysis b) Managerial Judgement
 - c) Marcov Analysis d) Delphi Technique.
- vi) Only relevant labour markets should be analysed to estimate supply.
 - a) True b) False.
- vii) Job description should be reviewed by
 - a) supervisors
 - b) job incumbents
 - c) human resource department
 - d) all of these.
- viii) The main advantage of developing a job analysis questionnaire is
 - a) consistency b) cost
 - c) saves time d) no advantage.
- ix) Which of the following is not offered in a job analysis ?



- a) worker attributes b) performance appraisal
c) job specifications d) working conditions.
- x) HRP can be done at
a) macro level b) micro level
c) individual level d) all of these.

GROUP – B

(Short Answer Type Questions)

Answer any *three* of the following. 3 × 5 = 15

2. Define career planning and state how an organisation can design it effectively.
3. Describe the process of Job analysis.
4. Discuss the relevance of Succession Planning in modern organisations.
5. Write a note on Manpower inventory.
6. What is job evaluation ? Discuss any one method of job evaluation.

GROUP – C

(Long Answer Type Questions)

Answer any *three* of the following. 3 × 15 = 45

7. What is HRIS ? Explain the application of HRIS in today's modern organisations. 5 + 10
8. Your organization is a large manufacturer of heavy special class industrial automobiles. Its total staff strength is in the tune of 2500 comprising all categories of staff. The present economic meltdown has hit the company in the worst possible manner reducing the sales considerably. A very



conservative estimate by the company indicates 40% surplus in the employee strength. Draw up a qualitative plan to tackle this issue with emphasis on :

- a) the cost of separation
 - b) the goodwill of the company
 - c) to preserve the company's image as employee-friendly image.
9. Prepare the Job Description & Specification for recruitment of the following personnel :
- a) In-charge of Factory Maintenance Dept. 5
 - b) In-charge of Construction site. 5
 - c) Counter Sales Person of a departmental store. 5
10. What is Time Study ? Outline the basic steps to conduct time study.
11. a) What is strategic HRP ?
b) What are the tools used for strategic HRP ?
c) How is strategic HRP evaluated ? 5 + 5 + 5

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