



Name : .....  
Roll No. : .....  
Invigilator's Signature : .....

**CS/MBA (N)/SEM-3 FT & 5 PT/HR-302/2011-12**

**2011**

**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 for any *ten* of the following :

10 × 1 = 10

i) In an IT firm the number of projects it handled decreased and it decided to reduce its manpower. The firm promised its employees that it will search for other opportunities for its displaced employees. What type of service is the IT firm offering ?

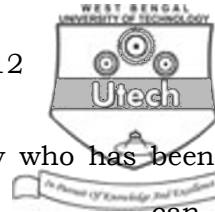
- a) Outplacement                      b) Placement  
c) Career Growth                      d) Poaching.



- ii) Choose the most appropriate definition of HRIS :
- a) HRIS is a systematic procedure for collecting, storing, maintaining, retrieving and validating data needed by an organization about it's resource.
  - b) HRIS is a systematic procedure for collecting, retrieving and validating data needed by an organization about it's resource.
  - c) HRIS is a systematic procedure for maintaining, retrieving and validating data needed by an organization about it's resource.
  - d) HRIS is a systematic procedure for collecting and validating data needed by an organization about it's resource.
- iii) What describes in detail the various aspects of a job like the tasks involved, the responsibilities of the job and the deliverables ?
- a) Job Description
  - b) Job Analysis
  - c) Job Evaluation
  - d) Job Specification.



- iv) Performance Appraisal directly affects the interpersonal relations which are really delicate and difficult to maintain, because of heterogeneity in the nature of human beings. It is necessary to follow certain principles like :
- a) Appraise on the basis or representative information
  - b) Appraise on the basis of sufficient information
  - c) Appraise on the basis of relevant information
  - d) Appraise on the basis of selective information.
- v) The relationship b/n management and employees or among employees and their organization that arise out of employment by
- a) Dale Yoder
  - b) Maslow
  - c) Hizenberg
  - d) Mckinsey.
- vi) When individual job description and grade description do not match well, the evaluators classify the job using their subjective judgment. It is
- a) True
  - b) False
  - c) Selective
  - d) Situational.
- vii) The role of the organisation in career planning is to introduce & strengthen systems to ensure \_\_\_\_\_ of employees.
- a) Career Progression
  - b) Career succession
  - c) Career guidance
  - d) Career planning.



- viii) No worker employed in any industry who has been in continuous service for more than ....., can be retrenched until prior permission from the govt. to retrench in undertakings employing more than 100 people.
- a) 1 year
  - b) 2 years
  - c) 6 months
  - d) Contractual period.
- ix) The examination and evaluation of policies, procedures and practices to determine the effectiveness HR activities is known as
- a) Human Resource Accounting
  - b) Human Resource Development
  - c) Human Resource Planning
  - d) Human Resource Audit.
- x) In Human Resource Planning, after assessing current resources and making an inventory, the next step will be
- a) Recruiting
  - b) Forecasting
  - c) Matching inventory with future requirements
  - d) Developing action plan to meet future requirements.



- xi) The most important factor influencing career choices for individuals is
- a) The person-job fit
  - b) Pay and benefits
  - c) The future potential of the career
  - d) The stability of the company they choose.
- xii) 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. ABC Ltd. after undertaking Human Resource planning is baffled with the issue of human resource surplus. You have been hired by the company as a consultant to manage surplus. How will you tackle such a situation ?
3. How is training related to manpower planning ?

CS/MBA (N)/SEM-3 FT & 5 PT/HR-302/2011-12



4. What are the objectives of computerized HRIS ?
5. Discuss briefly the process of strategic HRP.
6. Indicate the limitations of job evaluation.

### **GROUP – C**

#### **( Long Answer Type Questions )**

Answer any *three* of the following.  $3 \times 15 = 45$

7. a) How HRP is related to career planning ? Describe different steps involved in the process of career planning.
- b) As a consultant you are entrusted with the task of succession planning for the position of CEO of a company. How would you go about it ?  $9 + 6$
8. a) Discuss the qualitative methods of demand forecasting.
- b) What are the barriers to HRP process ? What measures are required to make it effective ?  $6 + 9$



9. a) Explain the steps involved in designing supervisory training programme.
- b) How training plan is related to the manpower plan ?
- c) Mention the emerging trends in HRP. 6 + 4 + 5
10. In software industries the attrition rate is very high. The BE/B.Tech/MCA students join the organizations and they leave the organizations very quickly. Software companies have to incur so many costs for them. If you were the HR manager of a software house how do you plan to recruit and select the fresh graduates from the technical colleges and to retain them ?
11. Write short notes on (any *three*) :- 3 × 5
- a) Redundancy
- b) Manpower Inventory
- c) Placement
- d) Pitfalls of training
- e) Issue of HR shortage.
-