



Name :

Roll No. :

Invigilator's Signature :

**CS/MBA(OLD) // SEM-3rd FT & 5th PT/HR-302/2010-11
2010-11**

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 the following :

10 × 1 = 10

- i) Job Analysis =
- a) Job description + Job specification
 - b) Job enrichment + Job enlargement
 - c) Job rotation + Job specification
 - d) Job enrichment + Job description.



- ii) Job evaluation means
 - a) ascertaining importance of the job for the purpose of developing employee hierarchy
 - b) determination of relative worth of each job for the purpose of establishing wage and salary differential
 - c) determining how well the job is performed
 - d) determining how easily the job can be done.
- 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) The examination and evaluation of policies, procedures and practices to determine the effectiveness of HR Activities is known as
 - a) Human Resource Accounting
 - b) Human Resource Development
 - c) Human Resource Planning
 - d) Human Resource Audit.



- v) Which is not a Quantitative Forecasting Method for HR Forecasting ?
- a) Markov Analysis
 - b) Succession Planning
 - c) Computer Simulation
 - d) Renewal Models.
- vi) Which is a disadvantage of Markov Analysis ?
- a) It can be applied only to Manufacturing Organizations
 - b) It is highly computer-oriented
 - c) It can be applied for only one year at a time
 - d) It can be applied only to Large Organizations.
- vii) Which of the following is not an advantage of Telecommuting ?
- a) It results in reduced likelihood of Unions
 - b) It requires more co-ordination
 - c) It provides job access for disabled workers
 - d) It is highly effective.



viii) Employee Leasing cannot be applied to

- a) Research and design organizations
- b) Marketing organizations
- c) Manufacturing organizations
- d) Process organizations.

ix) Human Resource Information System essentially

- a) is a Software universally applicable
- b) is a system
- c) is a planning tool for HR planning
- d) is a monthly review of HR information.

x) Which of the following is a component of work study ?

- a) Technique study
- b) Procedure study
- c) Work measurement
- d) None of these.



GROUP – B

(Short Answer Type Questions)

Answer any *three* of the following. $3 \times 5 = 15$

2. Define career planning. State how an organisation can design it effectively.
3. State any one method of Human Resource Accounting.
4. Enumerate the criteria of an organisation may use to determine the effectiveness of its training programme.
5. Write down Markov analysis as a method of HRP exercises.
6. Describe managerial judgement method to make a demand forecast in an organisation.

GROUP – C

(Long Answer Type Questions)

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

7. Following are the employee movement details of XYZ Co.

Job A: Present number of employees is 300. The transition probabilities are that 70% of the employees stay on the job during a year, 20% shift to job B and 10% leave this organisation.



Job B: Present number of employees is 150. The transition probabilities are that 80% will stay on the job, 10% shift to job A and 10% quit.

Job C: Present number of employees is 275. The transition probabilities are that 60% stay on the job, 10% move to job D and 30% leave the organisation.

Job D: Present number of employees is 360. The transition probabilities are that 90% stay on the job and 10% leave the organisation.

Questions :

- i) Forecast the number of employees in each type of job in the coming year. 12
- ii) Find out the surplus and shortage situation in each type of job in the coming year (consider the present number of employees in each type of job to be the standard requirement). 3



8. Define HRIS. Explain applications of HRIS in today's modern organisations. 5 + 10
9. i) Enumerate the need for Human Resource Planning. 5 + 10
ii) State the process of HRP in detail. 5 + 10
10. i) What is the concept of Human Resource Audit. Discuss the main scope of HRA. 5 + 10
ii) Briefly explain the process of HRA. 5 + 10
11. Write notes on any *two* of the following : $2 \times 7 \frac{1}{2}$
- a) Work study
- b) Job description and job specification
- c) Trend analysis
- d) Managerial estimates.
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