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4 (Sem 2) HRPD

2013

COMMERCE

Human Resource Planning & Development

(Major)

Paper : 205

Full Marks : 80

Time : Three hours

The figures in the margin indicate full marks for the questions.

Answer all questions.

1. Answer the following as directed : $1 \times 10 = 10$

Fill in the blanks with suitable answers :

- (a) The regulation of activities in accordance with the plans and objectives of the organisation is a primary function of the management.

Contd.

- (b) Human Resource planning enables identification of the gaps in the existing manpower of the organisation.
- (c) Campus recruitment is an external method of selection of manpower.
- (d) Promotion involves a _____ movement in the rank and responsibility of an employee in an organisation.

State whether the statement is true or false :

- (e) The basic purpose of performance appraisal is to facilitate orderly determination of an employee's worth to the organisation. (True / False) ✓
- (f) On the job training usually involves problem solving conferences and case study methods. (True / False) ✓
- (g) The vacancy caused by VRS is not to be filled up nor the retiring employee is to be employed in another company under the same management. (True / False)

Choose the correct answer from the given options :

- (h) Which one of the following is *not* the role of an H. R. Manager in the organisation ?
- (i) Linking Pin Role
 - (ii) Policy Initiator
 - (iii) Technician's Role
 - (iv) Mediator Role.
- (i) In Human Resource Audit where auditors use standards set by consultants as bench mark for comparison, it is called _____ audit
- (i) Comparative approach
 - (ii) Outside authority approach
 - (iii) Statistical approach
 - (iv) Compliance approach.
- (j) The process of discovering and identifying the pertinent information relating to the nature of a specific job is known as
- (i) Job Analysis
 - (ii) Job Specification
 - (iii) Job Identification
 - (iv) None of the above.

2. Write very short answers on the following :
 $2 \times 5 = 10$

- (i) Two advantages of HR Planning.
- (ii) Two techniques of HR Audit.
- (iii) Two methods of employee training.
- (iv) Two reasons for employee absence.
- (v) Two methods of HR appraisal.

3. Write short answer on *any four* of the following :
 $5 \times 4 = 20$

- (i) Distinguish between Human Resource Accounting and Human Resource Audit.
- (ii) What do you understand by demand forecasting? Explain.
- (iii) Explain the concept of Executive Development.
- (iv) What do you understand by the term "Employee Turnover"? How is it measured? Discuss.
- (v) Explain the concept of Human Resource Information System in modern organisation.

(vi) What are the qualities necessary for an ideal HR manager ? Describe.

4. Answer *any four* :

10×4=40

(i) How does training and development help an employee in career management ? Describe.

10

(ii) Describe briefly the modern methods of performance appraisal.

10

(iii) Write briefly on :

(a) Outsourcing of training. 5

(b) Advantages of HR audit. 5

(iv) Distinguish between demotion and downsizing. What role does VRS have in this context ? Describe.

10

(v) Write briefly on :

(a) Quality circles. 5

(b) Job description. 5

(vi) Describe briefly the meaning and importance of Human Resource Accounting in modern day organisations.

10