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COMMERCE

(Management Major)

Paper : 205 (M)

(Human Resource Planning and Development)

Full Marks : 80

Time : 3 hours

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

1. Answer the following as directed :

(a) Fill in the blanks with suitable answers : 1×5=5

- (i) Human resources are the only assets that _____ over a period while physical resources just depreciate with time.
- (ii) HRIS can relieve HR managers from routine activities as the system takes over the task of _____ employee information.
- (iii) _____ is a process of gathering relevant information about various aspects of a job.

- (iv) _____ refers to the process of identifying and accomplishing the employees' career objectives.
- (v) _____ is the purpose of exposing the employees beyond the scope of their present knowledge.

(b) State whether the following statements are True or False : 1×5=5

- (i) In-basket refers to a wood or metal container placed on the managers' desk to hold incoming materials/mail.
- (ii) HRA is irrelevant in manpower planning.
- (iii) Inefficiency may be a reason for demotion.
- (iv) Point ranking is the quality method of job evaluation.
- (v) When employees leave an organization for any reason, an exit interview may be conducted.

2. Write very short notes on the following (within 30 words each) : 2×5=10

- (a) Two characteristics of Japanese career model
- (b) Two advantages of job enlargement

- (c) Two disadvantages of downsizing
- (d) Two HRM functions
- (e) Two HR models

3. Write short answers to any *four* of the following (within 50 words each) : $5 \times 4 = 20$

- (a) Explain briefly employee turnover rate.
- (b) Describe four causes of absenteeism.
- (c) What is employee counselling?
- (d) What are the techniques of job analysis?
- (e) Give four reasons for employee evaluation.
- (f) Describe three measures for successful career planning.

4. Answer any *four* of the following (within 120 words each) : $10 \times 4 = 40$

- (a) Define the concept and need of Human Resource development in the Indian context.
- (b) Explain the meaning and importance of training. Distinguish between training and executive development.

- (c) Briefly describe various methods of performance evaluation. Distinguish between transfer and demotion.
- (d) What are various methods of Human Resource Accounting? Describe the advantages and limitations of HRA in general.
- (e) Explain the importance of Human Resource Information System. Explain the steps involved in designing HRIS for an organization.
- (f) Describe briefly the importance of Human Resource Planning for an organization with special reference to any public sector organization in India.

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