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4 (Sem-2) HRPD

2018

**HUMAN RESOURCE PLANNING  
AND DEVELOPMENT**

Paper : 205(M)

**(Management Major)**

Full Marks – 80

Time – Three hours

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

1. Answer the following questions as directed :

1×5=5

(a) Fill in the blanks with suitable answers :

(i) \_\_\_\_\_ spells out the important attributes of a jobholder in terms of education, experience, skills, knowledge and abilities to perform a particular job.

(ii) Integrated and systematic development of personnel in the organisation is referred to as \_\_\_\_\_.

[Turn over

(iii) \_\_\_\_\_ is the process by which one selects career goals and lays the path to meet these goals.

(iv) In the context of HRM, \_\_\_\_\_ strategy involves elimination of certain jobs with a view to have greater efficiency.

(v) HR \_\_\_\_\_ is actual evaluation of policies, procedures, programmes and results of HRM.

(b) State whether the following statements are true or false : 1×5=5

(i) The basis of human resource planning is the supply of employees.

(ii) Clarified thinking encourages a person to accept his responsibility for emotional problems and to be realistic in solving them.

(iii) Behavioural techniques focus attention on ratings rather than on observation.

(iv) Management game is a learning exercise where trainees compete with each other to achieve specific objectives.

(v) Human Resource Accounting measures both the cost and the value of people to an organisation.

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

- (a) What is supply forecasting ?
- (b) What is quality circle ?
- (c) What is outsourcing ?
- (d) What is demotion ?
- (e) What is Human Resource Accounting ?

3. Write short answers on any *four* of the following (within 150 words each) :  $5 \times 4 = 20$

- (a) Describe the need for HRD in the Indian context.
- (b) Differentiate between job description and job specification.
- (c) Explain briefly the relative merits and demerits of seniority and merit as the basis of promoting employees.
- (d) Distinguish between replacement planning and succession planning.
- (e) Describe briefly the techniques of human resource audit.
- (f) Distinguish performance appraisal from potential appraisal.

4. Discuss the various steps involved in the human resource planning process. 10

Or

Describe the uses and techniques of job analysis. 4+6=10

5. State the importance of training. Explain how the effectiveness of training programme can be evaluated. 4+6=10

Or

How does training differ from development ? Describe in brief the various methods of executive development. 2+8=10

6. Discuss the various modern methods of performance appraisal. 10

Or

Explain the concept of downsizing and employee turnover. Describe the various causes of employee turnover. 5+5=10

7. Describe in detail the advantages and limitations of Human Resource Accounting. 6+4=10

Or

Explain the importance of Human Resource Information System. Discuss the various steps involved in designing human resource information system for an organisation. 4+6=10