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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 _____ function of the management.

Contd.

- (b) Human Resource planning enables _____ of the gaps in the existing manpower of the organisation.
- (c) Campus recruitment is an _____ 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 :
2×5=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 :
5×4=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