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4 (Sem 2) HRPD

2015

COMMERCE

(Human Resource Planning And Development)

(Major)

Paper : 205

Full Marks – 80

Time – Three hours

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

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

Direction for (a) to (d)

Fill in the blanks with suitable answers :

(a) Position Analysis Questionnaire is a _____ job analysis questionnaire filled by a job analyst himself.

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- (b) The commitment to TQM originates at the _____ level of the organisation and is promoted in all human activities.
- (c) On the job training is the most universal form of _____ development.
- (d) There cannot be effective _____ planning in the absence of effective career planning.

Direction for (e) to (h)

State whether the following statements are true or false :

- (e) HRA is more concerned with the decision making area in accounting. (T/F)
- (f) By outsourcing the organisation cannot concentrate on critical HRM function. (T/F)
- (g) Rate of absenteeism is equal to $\frac{\text{man days lost}}{\text{man days worked} + \text{man days lost}}$. (T/F)
- (h) According to Herzberg "Job enlargement is simply adding a zero to zero. (T/F)

Direction for (i) and (j)

Choose the correct answer from the options given :

(i) The process of job enrichment does not consist of :

- (i) Job selection
- (ii) Employee orientation
- (iii) Employee counselling
- (iv) Job integration

(j) In which of the following methods are ratings spread over a number of grades :

- (i) Grading system
- (ii) Critical grading method
- (iii) Graphic scales method
- (iv) Forced Distribution method

2. Write very short answers on the following :

2×5=10

- (a) What is golden handshake.
- (b) The Japanese Career Model.

(c) System of 360° Appraisal.

(d) Two advantages of Quality circles.

~~(e)~~ (e) Two econometric models in HR.

3. Write short answer on any *four* of the following :

5×4=20

(a) What are the uses of job analysis ?

(b) Describe the essentials of TQM.

(c) What are the limitations of HRA ?

(d) Explain the concept of Executive Development.

(e) Describe the qualities required for an effective HR manager.

(f) What are the common factors responsible for downsizing ?

4. Answer any *four* :

10×4=40

(a) Explain in details the need for Human Resource Development in the Indian context.

(b) Describe the various steps involved in career planning.

- (c) Why is performance appraisal important ?
How does it help the HR department ?
Explain with examples.
- (d) What are the steps involved in designing and developing a sound Human Resource information system ? Explain.
- (e) Define job analysis. Also bring out the differences between job description and job specification.
- (f) Describe the importance of promotion in career planning. What are its advantages and disadvantages ? Discuss.