

2016

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.

★ ★ ★