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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 : $1 \times 5 = 5$
- (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