



BRAINWARE UNIVERSITY

Course – MBA

Human Resource Planning & Human Resource Development (HR302)

(Semester – 3)

Time allotted: 3 Hours

Full Marks: 70

[The figure in the margin indicates full marks. Candidates are required to give their answers in their own words as far as practicable.]

Group –A

(Multiple Choice Type Question)

1. Choose the correct alternatives for the following:

10 x 1 = 10

i) Which of these activities are not included in the scope of human resource management?

- a) Job analysis and design b) Motivation and communication
c) Safety and health d) Organizational structure and design

ii) Which of the following is not an objective of the Human Resource Management Function?

- a) Societal objectives b) Political objectives
c) Personal Objectives d) Organizational Objectives

iii) _____ is the process by which employers transfer routine or peripheral work to another organization that specializes in that work and can perform it more efficiently.

- a) Farming out b) Production Management
c) Compensation d) Outsourcing

iv) Which of the following factors state the importance of the Human Resource Planning?

- a) Creating highly talented personnel b) International strategies
c) Resistance to change and move d) All of the above

v) Which of the following option is not the factor that hinders with the human resource planning process?

- a) Type and quality of forecasting information b) Time horizons
c) Environmental uncertainties d) Unite the perspectives of line and staff managers

vi) _____ is the process of forecasting an organizations future demand for, and supply of, the right type of people in the right number.

- a) HRP b) Recruitments c) HRM d) Human Capital Management

vii) During a job analysis, all of these tasks are performed except

- a) Promotion patterns and succession plans are identified.
 b) A description of what happens on a job is provided.
 c) Skills and knowledge necessary to perform a job are precisely identified.
 d) Duties and responsibilities of a job are defined.

viii) ----- measure of 'cost effectiveness' among employees is part of

- a) HRD culture b) Business linkage score
 c) HRD competence score d) HRD system maturity score.

ix) Motivating the employees is classified as:

- a) Informational role b) Interpersonal role
 c) Decisional role d) Conceptual role

x) Which of the following is the main responsibility of an HR department?

- a) Attracting candidates for job b) Ensure staff development
 c) Keep employees motivated d) All of the given options

Group- B

(Short Answer Type Questions)

Answer any three of the following

3 x 5 = 15

2. Give the importance of HR Accounting in an organization.
3. What is Quality Circle?
4. What is sensitivity training?
5. What is job enrichment?
6. What is compensation plan?

Group- C

(Long Answer Type Questions)

Answer any three of the following

3 x 15 = 45

7. Discuss the process of HRP in detail. What is the difference between job description & job specification? [8+7=15]

8. What are the various off-the-job training methods in HRM? Explain your answer with proper illustrations.

9. What are the various types of training need analysis? Give examples. Distinguish training and development. [10+5=15]

10. What is the importance of manpower planning in an organization? What is the difference between HRP and HRD? [8+7=15]

11. Write short notes on the basis of the following: [7.5+7.5=15]

a) Donald Kirpatrick's model of training evaluation

b) HR Audit