

Time: 2 ½ hrs

75 marks

Q1A) Choose the correct alternative (any 8) (08)

- 1) Human Resource Policies are _____ on the approach that organisations intends to adopt in managing its people
a) Guidelines b) Rules c) procedures d) strategies
- 2) Selection tests help in the _____ assessment of individuals.
a) Objective b) Subjective c) both d) none of the above
- 3) HRP planning is _____ oriented
a) Past b) present c) future d) all of these
- 4) Success of HRP process can be found out through process of _____
a) HRP evaluation b) strategic planning c) HRP Evaluation and Strategic planning.
- 5) Planning for the needed resources can be done through preparation of _____
a) Budgets b) programmes c) projects d) none
- 6) _____ is a voluntary work arrangement in which two people are responsible for one full job.
a) Resourcing b) Job Sharing c) Training d) None
- 7) Job _____ follows Job Analysis.
a) Re-design b) Job Design c) job evaluation d) None of these.
- 8) The HRP Practitioner is responsible for _____
a) Issues of orders and instructions, b) Set up HRP Department, c) Issues of orders and instructions and Set up HRP Department, d) none
- 9) _____ is a stage where HRIS is actually set up.
a) Implementation, b) designing, c) both, d) none.
- 10) HRIS helps in employee _____.
a) Administration, b) flexibility, c) none, d) retention.

Q1B) State whether true or false (any 7)

(07)

1. HRP is a continuous process.
2. Staffing the HRP department does not require specific job requirement
3. Employee retention refers to the ability of the organisation to recruit employees.
4. HRIS does not create administrative data.
5. Termination and layoffs mean the same thing.
6. Job enrichment is a technique of job rotation.

- 7. Downsizing helps to improve the employee strength of an organisation.
- 8. HRIS has evolved from simple record keeping to complex analytical tools to assist management decision making .
- 9. Human resource policies are guidelines designed by organizations in managing its people.
- 10. HRIS does not create administrative data.

- Q2a) Explain the features of Human Resource Planning (HRP). (08)
- Q2b) Explain the process of HRP (07)
- OR**
- Q2c) Explain the following concepts 1) Skills Inventory 2) Staffing Tables 3) Ratio 3)Trend Analysis 4) Regression technique (08)
- Q2d) What are the requirements for effective HR Planning? (07)
- Q3a) Explain different ways to maintain flexibility in organizations. (08)
- Q3b) Discuss various employee retention techniques used by organizations. (07)
- OR**
- Q3c) State the different types of employee selection tests. (08)
- Q3d) What are the factors that affecting recruitment process. ? (07)
- Q4a) State the need for management training and development to employees in the organizations. (08)
- Q4b) What is the impact of Outsourcing and its impact on HRP (07)
- OR**
- Q4c) Explain the process of HRP evaluation. (08)
- Q4d) Bring out the strategies to deal with politics in organizations. (07)
- OR**
- Q5a) What are the steps in designing HRIS? (08)
- Q5b) Discuss the components of HRIS. (07)
- OR**
- Q5) Write short notes on (any3) (15)
 - 1. HR Policy
 - 2. Multi Skill Development
 - 3. Human Resource Audit
 - 4. Types of Power
 - 5. Globalisation and HRP
