

Duration: 2 1/2 Hrs

Marks: - 75

Note:-

1) All Questions are compulsory

2) Figures to the right indicate maximum marks.

Q1. A) Fill in the blanks: (Any 8) {CO1, CO2, CO3, CO4 – (R, U)}

(8M)

- 1) HRP planning is _____ oriented.
(a) Present (b) Past (c) Future (d) All of these.
- 2) A _____ summarizes the skills, education and experiences of current employees.
(a) Skill Inventory (b) Staffing Table (c) Succession Plan (d) None of these.
- 3) Job Analysis = Job Description + _____.
(a) Design (b) Redesign (c) Specification (d) None of these.
- 4) Employee _____ refers to the various policies and practices which let the employees stick to an organization for a longer period of time.
(a) Turnover (b) Retention (c) Flexibility (d) None of these
- 5) Selection test help in the _____ assessment of individuals.
(a) Objective (b) Subjective (c) Both (d) None of these
- 6) Multiskilling helps to create _____ workforce
(a) Rigid (b) Flexible (c) Budgets (d) Programmes
- 7) Globalization has impacted HRP process in terms of _____.
(a) Employee Retention (b) Outsourcing (c) Restructuring (d) Increased Manpower cost
- 8) Conflicts arise due to _____ of opinion.
(a) Disagreement (b) Agreement (c) Expert (d) Coercive
- 9) HRIS is a _____ System.
(a) Computerized (b) Manual (c) Computerized & Manual (d) None
- 10) HRIS _____ the cost of data storage.
(a) Increases (b) Decreases (c) Does not Influence (d) None

Q1. B) State whether the following statements are True or False: - (Any 7) {CO1, CO2, CO3, CO4 – (R) & (U)}

(7M)

- 1) HRP is a continuous process.
- 2) HRP focuses only on fetching the right number of people in the organization.
- 3) Work study technique defines the work load of an individual.
- 4) Job analysis helps in proper placement of employees.
- 5) Termination and layoff means the same thing.
- 6) Globalization has increased manpower cost.
- 7) Staffing the HRP department does not require specifying job requirement in HRP.
- 8) HRIS is not composite of database.
- 9) Information needs differ from organization to organization.
- 10) HRIS does not create administrative data.

Q2. Answer the following:

- A) Explain the features of Human Resource Planning (HRP)? {CO1 (U)} (8M)
B) Discuss the barriers in effective implementation of HRP? {CO1 (U)} (7M)
- OR**
- C) Discuss the levels of HRP? {CO1 (U)} (8M)
D) Explain the requirements for effective HR Planning? {CO1 (U)} (7M)

Q3. Answer the following:

- A) What do you mean by Job Analysis? Explain its features? {CO2 (U)} (8M)
B) Discuss various employee retention techniques used by organization? {CO1, CO2 (AP)} (7M)
- OR**
- C) What is recruitment? Explain the various factors affecting recruitment? {CO2(R) (U)} (8M)
D) State the areas of Human Resource Audit? {CO1, CO2 (U)} (7M)

Q4. Answer the following:

- A) Explain the role of HRP practitioner in an organization? {CO3 (U)} (8M)
B) Explain the impact of globalization on the HRP process? {CO1, CO3 (U)} (7M)
- OR**
- C) Explain the importance of management training and development? {CO1, CO3 (U)} (8M)
D) Explain the impact of mergers and acquisitions on the process of HRP? {CO1, CO3 (AN)} (7M)

Q5. Answer the following:

- A) What do you mean by HRIS? Discuss its features? {CO4 (U)} (8M)
B) Discuss the HRIS Subsystems? {CO4, (U)} (7M)
- OR**

Q5. Write Short Notes on: (Any Three) {CO1, CO2, CO3, CO4 – (R) & (U)} (15M)

- 1) Human Resource Audit.
- 2) Components of HRIS.
- 3) Multi-Skill Development.
- 4) Trends in HRIS
- 5) HR Policy.

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