Note: - (1) All questions are compulsory.
        (2) Figures to the right indicate full marks
        (3) Answer to each question must being on a new page

Q.1) A   **Choose the Correct Alternatives:- (Any 8)**   CO1,2,3,4-U,R,Ap.   **8M**

a)   A ____ summarized the skills, education and experience of Current employees.
     a. Skills inventory b. Staffing table c. Succession Plan d. Career Planning

b)   The Planning of Human resources done by the government of the country is an
     example of ____ level of HRP.
     a.National b. Sectoral c. Micro d. Unit

c)   Job ____ follows job analysis.
     a. Job Design b. Job Analysis c. Job redesign d. Job Specification

d)   Traits related to work related behaviour are measured through the ____ test
     a.Personality b. Aptitude c. Attitude d. Intelligence

e)   Multitasking helps to create ____ workforce.
     a.Flexible b. Rigid c. Coercive d. Reward

f)   ____ power is conveyed through the Fear of losing one's job.
     a. Coercive b. Reward c. Legitimate d. Motivation

g)   Planning for the neede resources can be done through Preparation of ____
     a.Budget b. Programmes c. Project d. Planning

h)   ____ era is referred to as the legislative era.
     a.I b. II c. V d. III

i)   ____ is a stage where HRIS is actually set up.
     a. Implementation b. Designing c. Execution d. Administration

j)   HRIS ____ the cost of data storage.
     a.Increase b. Decrease c. High d. Inventory

Q1. B   **State Whether true or false:- (Any 7)**   CO1,2,3,4-U,R,Ap   **7M**

1.   Work study technique defines the work load of an individual.
2.   HRP focuses only on fetching the right number of people in the organization.
3.   Job analysis helps in proper placement of employees.
4.   Provision for feedback is an important feature of job design.
5.   HRP evaluation helps in Prediction of Future trends.
6.   ROI measures the gain or loss generated on an investment relative to the
     amount of money invested.
7.   Information needs differ from organization to organisation.
8.   Information of vacation time is included in Time and attendance subsystems.
9.   HRIS does not creates administrative data.
10.   HRIS is not composite of database.

Q.2 a)   Explain the different types of HRP.   CO1-U   **8M**
Q.2 b)   Explain the steps involved in HRP.   CO1-U   **7M**

OR

Q.2 c)	Explain the scope of HRP.	CO1-U	8M
Q.2 d)	What do you mean by HR policy? Explain its importance.	CO1-U	7M
Q.3 a)	What do y ou mean by Job Analysis? Explain its advantages.	CO2-R	8M
Q.3 b)	What do you mean by Human Resources Audit? Explain its need	CO2-R	7M

OR

Q.3 c)	State the different objectives of Human Resource Audit.	CO2-U/R	8M
Q.3 d)	Explain the concept of downsisizing and state reasons for the same.	CO2-U/R	7M
Q.4 a)	Explain the impact of globalisation on the HRP process.	CO3-U/R	8M
Q.4 b)	Explain the importance of Career Management process.	CO3-U/R	7M

OR

Q.4 c)	Explain the process of HRP evaluation.	CO3-U/R	8M
Q.4 d)	How does outsourcing affect the process of HRP?	CO3-U/R	7M
Q5 a)	Explain the benefits and limitations of HRIS.	CO4-U	8M
Q5 b)	Discuss the various trends in HRIS.	CO4-U	7M

OR

| Q5. | **Write short notes on:- (Any 3)** | CO1,2,3,4-U,R,Ap | 15M |

1. Recruitment
2. Employee Selection Test
3. Human Resource Audit
4. Downsizing
5. Layoff

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