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4 (Sem-2) HRPD

2019

**HUMAN RESOURCE PLANNING  
AND DEVELOPMENT**

Paper : 205(M)

**(Management Major)**

Full Marks – 80

Pass Marks – 24

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) — is the process including forecasting, developing and controlling by which a firm ensures that it has the right number of people and the right kind of people at the right places at the right time doing work for which they are economically most useful.

[Turn over

- (ii) Ranking is the oldest and simplest method of appraisal in which a person is — against others on the basis of certain traits and characteristics.
- (iii) Job analysis is a detailed and systematic study of — to know the nature and characteristics of people to be employed for a job.
- (iv) The costs which cover the cost of internal as well as external training and refresher courses is known as —.
- (v) H.R. Accounting is the process of identifying and measuring — about human resources and communicating this information to the interested parties.
- (b) State whether the following statements are true or false : 1×3=3
- (i) Training is a short-term process utilising a systematic and organised procedure by which non-managerial personnel learn technical knowledge and skills for a definite purpose.

- (ii) Job description is a detailed statement of the physical and mental activities involved in the job.
- (iii) H. R. Audit measures the effectiveness of the Human Resource Management's mission, objectives, strategies, policies, programmes and activities.
- (c) Choose the correct answer from the given options : 1×2=2
- (i) The M.B.O method of Performance Appraisal has been evolved by
- (a) Elton Mayo
  - (b) Rensis Likert
  - (c) Peter Drucker
  - (d) F. W. Taylor.
- (ii) Under the Vestibule training method training is provided in a class room where
- (a) trainees are asked to go through books and journals.
  - (b) actual working situation.
  - (c) trainees are divided into some small groups.
  - (d) All of the above.

2. Write very short answers to the following :

2×5=10

- (i) Write two differences between HRM and HRD.
- (ii) Write two causes of demotion.
- (iii) What is Downsizing Strategy ?
- (iv) Write two limitations of Human Resource Accounting.
- (v) What is Human Resource Information System (HRIS) ?

3. Write short answers on any *four* of the following :

5×4=20

- (i) Describe the qualities required for an effective Human Resource Manager.
- (ii) What are the essentials of a good promotion policy ?
- (iii) Describe the contents of job description.
- (iv) Describe briefly the career planning process.
- (v) What are the problems of outsourcing ?
- (vi) Describe briefly the objectives of Human Resource Accounting.

4. What is demand forecasting ? Explain the various methods of demand forecasting of an organisation.

2+8=10

Or

Explain the basis on which an effective promotion policy can be formulated. Describe the advantages and limitations of promotion in career planning.

4+6=10

5. What is Performance Appraisal ? Critically explain the importance of Performance Appraisal.

2+8=10

Or

Distinguish between demotion and downsizing. Describe the role of VRS in the context of demotion and downsizing.

5+5=10

6. What are the objectives of training ? How does training and development help an employee in career management ? Describe.

4+6=10

Or

What is Human Resource Audit ? Describe the various techniques of H.R. Audit in Indian context.

4+6=10

7. What are the steps involved in designing and developing a sound Human Resource Information System ? Describe. 10

Or

Describe the process of employee counselling.  
Explain the various types of counselling.

5+5=10