

B.Com
SECOND SEMESTER
HUMAN RESOURCE PLANNING AND DEVELOPMENT
BCM-205 B

Duration: 3 Hrs.

Marks: 70

{ PART : A (OBJECTIVE) = 20 }
{ PART : B (DESCRIPTIVE) = 50 }

Duration: 2 Hrs. 40 Mins.

Marks: 50

[PART-B : Descriptive]

[Answer question no. One (1) & any four (4) from the rest]

1. "Relevance of human resource accounting and human resource audit in present modern business world is innumerable". In this context, cite few instances considering public as well as private sector in India. 10
2. What is executive development? What is the objective of executive development? Discuss the methods of executive development. 2+3+5=10
3. What do you mean by employee turnover? What are the causes of employee turnover? What remedies are available to curb the menace of employee turnover? 2+3+5=10
4. Explain the concept of quality circles. Write a brief note on importance of quality circles in organizations. 2+8=10
5. What is Human Resource Information System (HRIS)? What are the steps involved in developing a sound HRIS. 2+8=10
6. Why performance appraisal for employees is necessary? Discuss the various modern methods of performance appraisal system. 2+8=10
7. *Distinguish between:* 5+5=10
 - a. Human resource planning and development
 - b. Promotion and transfer
8. *Write short notes on:* 5+5=10
 - a. Stages in career development
 - b. Employee counseling

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Duration: 20 Mints

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[PART-A : Objective]

Choose the correct answer from the following:

1×20=20

1. The focus of human resource management in comparison to personnel management is on:

- a. Organizational interest b. Profit maximization
 c. Development of individuals d. Expansion and growth

2. The process by which an organization ensures right number and kind of people at right place at right time is called

- a. Human resource development
 b. Human resource planning
c. Demand forecasting
d. Supply forecasting

3. Manpower planning results in:

- a. Reduced labor costs
 b. Identification of training needs of employees
c. Formulating succession plan
d. All of the above

4. Demand forecasting for employee planning requires:

- a. Employment trends b. Replacement needs
c. Both a and b d. None of the above

5. In case there is surplus manpower, the organization should adopt the strategy of:

- a. Redeployment b.VRS
c. Redundancy d. None of the above

6. Workload analysis is a technique of:

- a. Demand forecasting b. Supply forecasting
c. Managerial judgement d. Statistical analysis

7. The difficulties in manpower planning is due to:

- a. Lack of coordination
b. Insufficient top management support
c. Lack of planning
d. All of the above

8. The process of measuring costs associated with recruiting, selecting, training, placing and developing the employees of an organization is called:

- a. Human resource planning
b. Human resource accounting
c. Quality circles
d. Human resource development

9. Training needs can be identified through the following types of analysis:

- a. Organizational analysis
b. Task analysis
c. Human resource analysis
d. All of the above

10. Management by Objective (MBO) was introduced in 1954 by:

- a. Peter Drucker b. Robert Owen
c. J P Guilford d. F W Taylor

11. The exploration stage of career development is featured by:

- a. Transition from college to work
b. Getting settled on a job
c. Stagnation
d. Stepping out of the limelight

12. Career goals denote:

- a. All jobs held in one's working life
b. Future positions one tries to reach as part of a career
c. Series of right moves
d. Advising employees on setting career goals

13. Techniques of data collection for job analysis includes:

- a. Personal interview
b. Observation
c. Diary or log method
d. All of the above

14. Which among the following is a modern method of performance appraisal?

- a. Critical incidents method
- b. Check lists
- c. Behaviorally anchored rating scales
- d. Ranking method

15. Objectives of human resource development is/are:

- a. Develop constructive mind
- b. Develop overall personality
- c. Strengthen superior-subordinate relationship
- d. All of the above

16. First step in human resource development is:

- a. Determining development approaches
- b. Formulate HR plans
- c. Identifying capabilities
- d. Develop human resources

17. The immediate product of job analysis is/are:

- a. Job description
- b. Job specification
- c. Both a and b
- d. Job enrichment

18. Human resource information system records and disseminates information on:

- a. Transfers
- b. Promotions
- c. Compensation
- d. All of the above

19. JIT stands for:

- a. Job Instruction Training
- b. Job Induced Training
- c. Job Instruction Trainer
- d. Job Induced Trainer

20. Human resource development aims at:

- a. Career development
- b. Training and development
- c. Education and learning
- d. All of the above

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UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA



Question Paper CUM Answer Sheet

[PART (A) : OBJECTIVE]

Serial no. of the main Answer sheet

Course :

Semester : Roll No :

Enrollment No : Course code :

Course Title :

Session : 2016-17 Date :

Instructions / Guidelines

- > The paper contains twenty (20) / ten (10) questions.
- > The student shall write the answer in the box where it is provided.
- > The student shall not overwrite / erase any answer and no mark shall be given for such act.
- > Hand over the question paper cum answer sheet (Objective) within the allotted time (20 minutes / 10 minutes) to the invigilator.

Full Marks	Marks Obtained	Remarks
20		

Scrutinizer's Signature

Examiner's Signature

Invigilator's Signature