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[20-HKPGDEN-M2S(N)21J]

PGDHRM 2nd Semester (New) Exam., 2020

MANPOWER PLANNING AND RESOURCING

[PGDHRM (S2) 04]

Full Marks : 80

Time : 3 hours

The figures in the margin indicate full marks for the questions

1. *(a)* Answer the following questions : 1×8=8

(i) Define human resource development.

(ii) What is redeployment plan?

(iii) Define Delphi technique.

(iv) State any one responsibility of a line manager.

(v) State any one objective of HR accounting system.

(vi) Define human resource planning.

(vii) What is an unstructured interview?

(viii) What is induction program?

(b) Choose the correct answer : 1×4=4

(i) Which of the following is not a method of on-the-job training?

1. Coaching
2. Mentoring
3. Lectures
4. Job rotation

(ii) In which theory, human beings and machine are equated and stimulus and response relationship is established?

1. Gestalt theory
2. Social learning theory
3. Behaviourist theory
4. Cognitive theory

(iii) Which of the following statements is not correct about careers?

1. Career is built over a period of time.
2. Career can be divided into five different stages.
3. Success of a career is measured by the HR manager.
4. Career refers to the shifting of a person's values, attitudes in relation to his/her work.

(iv) _____ is the rotation of workers around the labour market; between firms, jobs and occupations and between the states of employment and unemployment.

1. Job rotation
2. Employee turnover
3. Layoff
4. Resignation

(Continued)

(c) Fill in the blanks : 1×4=4

(i) _____ is a subsection of HRM.

(ii) _____ is a set of printed or written questions with a choice of answers, demised for the purposes of a survey or statistical study.

(iii) _____ is the process by which an organization determines the number and kind of people required by the organization.

(iv) _____ provides feedback to the employees regarding their job performance.

2. Answer any *five* from the following questions (each within *50* words) : 2×5=10

(a) Define procurement.

(b) Write two advantages of manpower planning.

(c) Define forecasting.

(d) Outline the difference between investiture induction and divestiture induction.

(e) Define selection.

(f) Define e-recruitment.

3. Answer any *four* from the following questions (each in around *150* words) : 3×4=12

(a) Discuss the advantages of e-recruitment.

(b) What is 'application blank'?

(c) Discuss the benefits of 'induction programs'.

(d) Write a short note on career development.

(e) Write a short note on learning organization.

4. Answer any *three* from the following questions (each in around *250* words) : 6×3=18

(a) Discuss the stages of career in order to understand career management process.

(b) Explain the guidelines that should be followed by an organization while managing the exit process of an employee.

(c) Discuss the different methods of HR research.

(d) Explain the steps in the process of knowledge management.

5. Answer any *three* from the following questions (each in around *300* words) : 8×3=24

(a) Discuss the importance of manpower planning in an organization. Explain the factors affecting manpower planning. 4+4=8

(b) Explain the demand forecasting techniques used in organizations.

(c) Explain the monetary methods of human resource valuation.

(d) Discuss the different ways by which the validity of a selection test can be established.

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