

Dr. Babasaheb Ambedkar Open University
Term End Examination December – 2019

Course	: PGDHR	Date	: 05-Jan-2020
Subject Code	: PGDHR-202	Time	: 11:00am to 02:00pm
Subject Name	: Human Resource Planning	Duration	: 03 Hours
		Max. Marks	: 70

Section A

Answer the following (Attempt any three) (30)

1. Describe the features of Human Resource Management.
2. How can Human Resource Planning be applied? Discuss.
3. Write a note on 'Training in Small Industries'.
4. Describe the Components of Compensation System.
5. Discuss about the tasks of Human Resource Managers.

Section B

Answer the following (Attempt any four) (20)

1. Discuss about the Outsourcing of Human Resource Management or operations.
2. Write a note on determining the numbers to be employed at a new location.
3. Write a note on 'Manpower Forecasting'.
4. Describe the Direct Forms of Compensation.
5. Discuss the role of HR Manager as a Business and Strategic Partner.
6. Write a note on 'Scope of HR Planning'.

Section C

Part – A (Multiple Choice Questions) (10)

1. _____ as a career is the job of helping people find jobs of their own and find employees for companies.
A Human resources Audit B Human resources Accounting
C Recruitment D Labour Law compliances
2. The awareness, proficiency and aptitude of the present work force are to be determined in:
A Predicting the future HR needs B Cap analysis
C Evaluation of the present HR competence D Gap assessment
3. Human Resources Management has concern with:
A Recruitment B Human Resource Planning
C New employee orientation D All the above
4. In the _____, after developing the compensable job factors, job positions are evaluated to the factors and the suitable number of points is assigned.
A Factor Comparison Method B Classification Method
C Ranking Method D Point Method

- 5 _____ involves advising organizations on how to make the most out of their human capital.
- A Recruitment B Human resources consulting
C Labour Law compliances D Career counseling
- 6 Human Resource Planning has concern with:
- A Decision on manpower requirement B Decision on raw-material requirement
C Decision on the calculation of Labour Welfare fund D Decision on the requirement of machines
- 7 Which among the following has concern with the concept of Training and Development?
- A Employees' insurance B Recruitment
C Training Needs Analysis D Wage administration
- 8 In _____, jobs are arranged in rank order of their comparative duties, responsibilities, and qualification requirements.
- A Classification Method B Factor Comparison Method
C Point Method D Ranking Method
- 9 Human Resource Management is related to:
- A Employees B Machines
C Material D Advertisement of product
- 10 _____ comprises making out the quantity of workforce, expertise and aptitude obligatory in the future in contrast to the existing condition.
- A Predicting the future HR needs B Gap analysis
C CAP analysis D Evaluation of the present HR competence

Part – B (Do as Directed)

(10)

- 1 What do you mean by Human Resource Management? Answer in two sentences.
- 2 What do you mean by Employee Turnover? Answer in two sentences.
- 3 Enlist any two important factors to be taken care of by HR Manager during interview.
- 4 Enlist any two purposes of compensation management.
- 5 Define 'Business Practice'.
- 6 Enlist the first two stages or steps of Human Resource Planning Process.
- 7 What do you mean by Wage and Salary Administration? Answer in two sentences.
- 8 What do you mean by Dearness Allowance? Answer in two sentences.
- 9 What do you mean by Career Counselling? Answer in two sentences.
- 10 Enlist any two purposes of Human Resource planning.