REV-01
BBA/40/60

2025/11

SET A

BACHELOR OF BUSINESS ADMINISTRATION
THIRD SEMESTER
MANPOWER PLANNING
BBA – 932 [IDMn]

[USE OMR SHEET FOR OBJECTIVE PART]

Duration: 1.30 hrs. **Full Marks: 35**

Objective

Time: 15 mins. **Marks: 10**

Choose the correct answer from the following: ***1×10=10***

1. ……is the process of forecasting an organizations future demand for and supply of, the right type of people in the right number.
   a. Human Resources Planning
   b. Recruitments
   c. Human Resources Management
   d. Human Capital Management

2. Which of the following factors state the importance of the Human Resource Planning?
   a. Creating highly talented personnel
   b. International strategies
   c. Resistance to change and move
   d. All of the above

3. Effective manpower planning helps an organization to achieve……...
   a. Goods and services of high quality
   b. Market leader position
   c. Financial self-sufficiency
   d. Goals and objectives

4. The information resulting from job analysis is used for writing……...
   a. Job description
   b. Work activities
   c. Job context
   d. Performance standard

5. The main products of a job analysis are:
   a. Job design and job evaluation
   b. Job description and job specification
   c. Work activities and human behaviors
   d. Organizational charts and process charts

6. SHRM stands for……...
   a. Soft Human Resource Management
   b. Strong Human Resource Management
   c. Strategic Human Resource Management
   d. Sole Human Resource Management

7. Strategic human resource management focus on……...
   a. Short-term operation goals
   b. Long-term operation goals
   c. Administrative tasks only
   d. All of the above

8. The process of developing the applicant's pool for job openings in an organization is called.....
   a. Hiring
   b. Recruitment
   c. Selection
   d. Development

9. .....is a formal, depth conversation conducted for evaluating the applicant's suitability for a job.
   a. Employment interview
   b. References and background checking
   c. Medical test
   d. All of the above

10. Which of the following is a correct order?
   a. Job analysis, recruitment, selection, placement, induction
   b. Job analysis, selection, recruitment, placement, induction
   c. Selection, recruitment, induction, job analysis, placement,
   d. Selection, placement, recruitment, job analysis, induction

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Descriptive

Time : 1 Hr. 15 Mins. **Marks : 25**

[Answer question no.1 & any two (2) from the rest]

1. Explain the needs of Human Resources Planning. 5

2. What is the process of Human Resources Management? Explain the types of Human Resources Management. 6+4=10

3. Define Human Resources Policies. What is its importance? What is the role of HR policies in Human Resources Planning? 2+4+4=10

4. What is Human Resources Planning? What are the tools and methods for strategic Human Resources Planning? 2+8=10

5. Define Selection. Write its objectives. What are the steps in Selection process? 2+8=10

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