MASTER OF BUSINESS ADMINISTRATION
Third Semester
MANPOWER PLANNING AND RESOURCING
(MBA – 19B)

Duration: 3Hrs.

Full Marks: 70

Part-A (Objective) =20
Part-B (Descriptive)=50

(PART-B: Descriptive)

Duration: 2 hrs. 40 mins.

Marks: 50

1. Answer the following questions (any *five*)

2×5=10

a) Define Knowledge Management.
b) Define Budgetary Planning.
c) Define Succession Planning.
d) Name four organizational release activities.
e) Write three points on Long range Forecasting.
f) Write the importance of "Induction".
g) Write two elements of Talent Management.

2. Answer the following questions (any *five*)

3×5=15

a) Write three benefits of Manpower planning.
b) Write three ranges of Manpower planning mentioning their time period.
c) Write three basic premises of Human Resource accounting.
d) Write three responsibilities of Personnel Department for Human Resource Planning.
e) Write three characteristics of Judgement Forecasting Technique.
f) Write three characteristics of Resourcing Strategy.
g) Explain the need of learning organization.

3. Answer the following questions (any *five*)

5×5=25

a) "Human Resource Accounting has many disadvantages" – Justify.
b) "If an organization has only one Competitive advantage, they should go for Partial Virtual Organization" – Why? Justify.
c) "Delphi technique is a very time-consuming forecasting technique" – Justify.
d) Explain – how Virtual Organization can be more beneficial in today's environment.
e) "Working in Learning Organization is an added advantage for the employees to survive in this competitive world" –Why?
f) Write eight stages of Knowledge Management process in the organization.
g) Briefly explain the different strategies that should be adopted by manpower planners.

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(The figures in the margin indicate full marks for the questions)

Duration: 20 minutes   **Marks – 20**

PART A- Objective Type

I. Choose the correct answer from the given options: 1×15=15

1. To report about man power utilization in the present and the past is a responsibility of _____.
   a. Personnel Department
   b. Staff Manager
   c. Administrative Manager
   d. Line Manager

2. "Population projection" is an example of usefulness of Man power planning at _____ level.
   a. National Level
   b. Sector Level
   c. Industry Level
   d. Individual Level

3. Estimating future needs and stocks of available resources in the organization is known as _____.
   a. Recruitment Plans.
   b. Resourcing Plans.
   c. Forecasting
   d. Retention.

4. Ranges of Man power forecasting between 2 to 5 years is a kind of _____ forecasting.
   a. Short- range Forecasting.
   b. Long-range Forecasting.
   c. Intermediate –range Forecasting.
   d. None of the above.

5. "Employee Turnover" is an _____ factor of Supply Forecasting.
   a. External Factor.
   b. Internal Factor.
   c. Intermediate Factor.
   d. None of the above.

6. Established sets of data are required for _____ forecasting technique.
   a. Key Predictive factors
   b. New venture analysis
   c. Work standard data.
   d. Budgetary planning.

7. Types of organization which physically perform certain activities and outsource remaining activities are known as _____.
   a. Virtual Organization.
   b. Learning Organization.
   c. Knowledge Organization.
   d. Partial Virtual Organization.

8. Which is that forecasting technique where opinion has been taken from a group of experts?
   a. Ratio-trend analysis
   b. Judgement Technique
   c. Demand Forecasting Technique.
   d. Delphi Technique

9. Which is not an internal factor that influences the demand forecasting of MPP?
   a. Budget Constraint
   b. Competition
   c. New product development
   d. Organizational Structure.

10. Which is the fifth stage of Knowledge Management Process?
   a. Collect stage.
   b. Identity Stage.
   c. Share Stage.
   d. Select Stage.

11. Which is not an employee's feature of Virtual Organization?
   a. Self-motivating.
   b. Single- skilled
   c. Self-commitment.
   d. Adaptability.

12. Which are the different types of Human Resource Accounting?
   A. Human Resource Profit Accounting.
   B. Human Resource Balance Accounting
   C. Human Resource Cost Accounting
   D. Human Resource Value Accounting

   Ans- a. A & B   b. B& C   c. A& C   d. C & D

13. Which are the characteristics of Virtual Organization?

    A. Flexi work
    B. Job-sharing
    C. Office –based working
    D. Goal-directed
    E. Producer- centred.

Answer-   a. A, B, &C.   b. B, C& D   c. A, B,& D.   d. C,D, & E

14. Which is not an element of Man power planning?
    a. Work force forecast.
    b. Administrative programs.
    c. Man power assessment.
    d. Staffing Programs.

15. _____ is the kind of forecasting done by the people who are familiar with the products, process & jobs in the business.
    a. Demand Forecasting.
    b. Supply Forecasting.
    c. Judgement.
    d. Budgetary Planning.

II. Mark whether the following statements are True / False   1×5=5

1. In short range forecasting, parameters are fairly well- defined.   **True / False**

2 Judgement forecasting technique is appropriate for long run forecast.   **True / False**

3. HR Accounting is a process of measuring & reporting the human
    dynamics of the organization.   **True / False**

4. Long range forecasting require simple arithmetic calculations.   **True / False**

5. "Established sets of data" are required for predictive factors of forecasting technique.   **True / False**

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