

**BACHELOR OF BUSINESS ADMINISTRATION
FIFTH SEMESTER
MANPOWER PLANNING
BBA – 503B**

[USE OMR SHEET FOR OBJECTIVE PART]

Duration: 3 hrs.

Full Marks: 70

Time: 30 mins.

(Objective)

Marks: 20

Choose the correct answer from the following:

1 × 20 = 20

1. The process of estimating future needs and stock of available resources in the organization is known as _____
 - a. Recruitment plan
 - b. Selection
 - c. Forecasting
 - d. Training & Development plan
2. "To assist, counsel and pressurize the operating management to plan and establish objectives" - is a responsibility of _____
 - a. Personnel/HR Department
 - b. Staff Manager
 - c. Head of each Department
 - d. All of the above
3. _____ level Man power Planning can be done by the Central & State Government.
 - a. National level
 - b. Industry level
 - c. Sector level
 - d. Individual level
4. _____ level Man power Planning can be done by the Organizational Heads.
 - a. National level
 - b. Sector level
 - c. Industry level
 - d. Individual level
5. Man Power Forecasting ranging between 0 years to 2 years is known as _____.
 - a. Short Range Forecasting
 - b. Long Range Forecasting
 - c. Intermediate Range Forecasting
 - d. Mediator Range Forecasting
6. Which factor does not influence HR Policy?
 - a. Type of Workforce
 - b. Demography of the Supplier
 - c. Financial position of the Enterprise
 - d. Union Objective & Practices
7. "Written record of the duties, responsibilities and requirements of a particular job" is known as _____
 - a. Job Description
 - b. Job Analysis
 - c. Job Specification
 - d. Job Evaluation
8. Which are the few right contents of 'Job Specification' ?
 - a. Education & Experience of the candidate
 - b. Experience & Initiative of the candidate
 - c. Responsibilities & Physical Effort of the candidate
 - d. Plant & Building of the candidate
9. Which one is a true Principle of Job Evaluation?
 - a. Rate the men, not the job.
 - b. Rate the job, not the men.
 - c. Rate the job, rate the men
 - d. None above

10. By which technique data can be collected for doing Job Analysis?
 - a. Personal observation
 - b. Sending out questionnaire
 - c. Personal Interview
 - d. All of the above
11. _____ is a standard of personnel and designates the qualities required for an acceptable performance.
 - a. Job
 - b. Job Analysis
 - c. Job Specification
 - d. Job Description
12. Which factor influence Demand Forecasting?
 - a. Emplyment trend factor
 - b. Social factor
 - c. Cultural factor
 - d. None above
13. _____ technique involves multiple experts (Usually line and staff manager) and prefer face to face discussion independently.
 - a. Work Study Technique
 - b. Nominal Group Technique
 - c. Scenario Analysis
 - d. Both a & c
14. 'Recruiting Policy of the organization' is a _____ factor of Recruitment.
 - a. Common factor
 - b. External factor
 - c. Intermediate factor
 - d. Internal factor
15. Which is not an external source of Recruitment process?
 - a. Employee referrals
 - b. Advertising
 - c. Promoting to higher responsibilities
 - d. Scouting
16. "It is a sorting process which helps to screen out obvious misfits"- which is that step of Selection Process?
 - a. Preliminary Interview
 - b. Selection test
 - c. Checking reference
 - d. Placement
17. _____ is the matching of what the supervisor has reason to think he can do which the job demands.
 - a. Recruitment
 - b. Selection
 - c. Placement
 - d. Induction
18. Which is not an objective of Induction Program in an organization?
 - a. To introduce the new employee with the organization
 - b. To make the new employee feel comfortable&secured.
 - c. To minimize what might be called "Reality shock".
 - d. To increase the absentism rate in the Deaprtment.
19. Succession Planning is based on the information supplied by _____.
 - a. Talent audits
 - b. Supply and Demand Forecast
 - c. Performance & Potential Reviews
 - d. All of the above
20. Which can not be an objective of Talent Management?
 - a. To get decreased Productivity.
 - b. To get Employee Engagement
 - c. To achieve- the Culture of Excellence.
 - d. To get Employee Retention.

(Descriptive)

Time : 2 Hr. 30 Mins.

Marks : 50

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

1. What do you understand by 'Manpower Planning'? Mention the need of Manpower Planning. Explain any three objectives & any three sub-objectives of Manpower Planning. 1+3+3+3=10
2. a) Write the Benefits of Manpower Planning. 4+6=10
b) Explain the detail activities of MPP-linking with long term & short term plans.
3. Define Human Resource Policy. Write essential characteristics of Human Resource Policy. Explain any three Principles of Human Resource Policy. 1+6+3=10
4. What do you understand by Job Analysis? Write the purposes & uses of Job Analysis. Explain the steps of Job Analysis. 2+4+4
5. a) What is Demand Forecasting? Explain various factors that influence Demand Forecasting. 1+5+4=10
b) Just mention the names of various Qualitative & Quantitative techniques of Demand Forecasting.
6. a) What is Managerial Judgment? Write the characteristics of Managerial Judgment Forecasting. 1+4+1+4=10
b) What do you understand by Delphi Technique? Explain the process of Delphi Technique.
7. a) Define Recruitment. Explain various objectives of Recruitment. 1+4+1+4=10
b) What is Internal Recruitment? Write the advantages of Internal Recruitment.
8. What do you understand by Knowledge Management? Explain the steps of Knowledge Management Process. 2+8=10

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