

**MASTER OF BUSINESS ADMINISTRATION  
THIRD SEMESTER  
MANPOWER PLANNING AND RESOURCING  
MBA-303 B**

**Duration: 3 Hrs.**

**Marks: 70**

PART : A (OBJECTIVE) = 20  
PART : B (DESCRIPTIVE) = 50

**[ PART-B : Descriptive ]**

**Duration: 2 Hrs. 40 Mins.**

**Marks: 50**

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

1. What do you understand by Man Power Planning? Write the main objectives of Manpower planning. Explain the importance of Man Power Planning. (2+3+5=10)
2. Write the components of Man Power Planning. Explain few responsibilities related to Man Power Planning taken up by Staff manager as well as Personnel Department of an organization (2+4+4=10)
3. Explain the process of Man Power Planning. Describe the strategies that must be adopted by Man power planners in an organization. (3+7=10)
4. What is Human Resource Accounting? Write the significance of HRA. "HRA is not accepted in many places, because it is a very new concept"- Justify. (2+5+3=10)
5. Define Man Power Forecasting. What all the different Forecasting Techniques usually adopted in an organization? Write shortly on Delphi Techniques and Supply Forecasting Technique of Man Power Planning. (2+3+5=10)
6. What do you understand by 'Knowledge Management'? Explain all the steps of Knowledge Management process usually adopted in an organization. (10)
7. Define 'Virtual Organization' and 'Learning Organization'. Explain the human resource trends in Virtual organization. "There is a need of Learning organization to achieve success in today's competitive world"- Justify. (1+1+4+4=10)
8. What you understand by 'Resourcing strategy'? Explain the components of Resourcing Strategy. Define Induction and mention the importance of Induction in an organization. (1+4+1+4=10)

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**[ PART-A : Objective ]**

**Choose the correct answer from the following :**

**1×20=20**

1. Human Resource Management can be defined as-
  - a. The process of forecasting future man power requirements.
  - b. The sum total of inherent abilities, knowledge and skill of an employee.
  - c. The process to meet the gap between the internal resources & estimated need by external recruitment.
  - d. All the above.
2. Which is not a benefit of Man Power Planning?
  - a. Enables the upper management to have a better view of the HR dimensions of business decisions.
  - b. Enables the leader to inspire the followers.
  - c. Personnel cost may be less because management can anticipate imbalances before they become unmanageable and expensive.
  - d. More time is provided to locate the source talent.
3. At \_\_\_\_\_ level, man power planning is done by the Organizational Heads.
  - a. The Individual level
  - b. The National level
  - c. The Sector level
  - d. The Industry level
4. In which step of man power planning the 'auditing of human resources' has been conducted?
  - a. Step 1
  - b. Step 2
  - c. Step 3
  - d. Step 4
5. 'To monitor & measure the performance against the plan & keep the top management informed about it'- is a responsibility of \_\_\_\_\_.
  - a. Personnel Department
  - b. Staff Manager
  - c. Head of the Department
  - d. All the above
6. 'Intermediate range forecasting' is the one which covers the time period of \_\_\_\_\_.
  - a. 0 to 1 year
  - b. 1 to 2 years
  - c. 2 to 5 years
  - d. Beyond 5 years
7. Which range of forecasting method requires mathematical and statistical models for calculations?
  - a. Short range forecasting.
  - b. Intermediate forecasting.
  - c. Long range forecasting.
  - d. None of the above.
8. Which are the basic premises of Human Resource Accounting?
  - a. People are valuable resources of an organization.
  - b. The usefulness of manpower as an organization resource is determined by the way in which it is managed.
  - c. Information on investment and value of human resources is useful for decision making in the enterprise.
  - d. All the above.
9. \_\_\_\_\_ is an approach to evaluate the human resource assets by calculating their economic values.
  - a. Human Resource Cost Accounting.
  - b. Human Resource Value Accounting.
  - c. Human Resource Revenue Accounting.
  - d. Human Resource Asset Accounting.
10. Which is not an element of Man Power Planning function?
  - a. Workforce Forecast.
  - b. Manpower assessment.
  - c. Staffing Program.
  - d. Induction Program.
11. In \_\_\_\_\_ method, forecasting is done by comparing Man Power Planning analysis with similar type of organization.
  - a. Budgetary Planning.
  - b. Work Standard Data.
  - c. Key Predictive Factors.
  - d. New Venture Analysis.
12. 'Budget constraints' that influences the demand forecasting is an example of \_\_\_\_\_ factor.
  - a. External
  - b. Internal
  - c. Legal
  - d. Political
13. Which stage comes after 'Select Stage' in Knowledge management process?
  - a. Collect stage
  - b. Share stage
  - c. Create stage
  - d. Store stage

14. Which is not a characteristic of Virtual organization?
- Full time work.
  - Job-sharing.
  - Home- based working.
  - Customer-centered.
15. 'To examine the possible consequences and decide- how to deal with' is an important objective of \_\_\_\_\_.
- Talent management.
  - Scenario planning.
  - Knowledge management.
  - Induction program.
16. Succession Planning is based on the information supplied by \_\_\_\_\_.
- Talent audits.
  - Supply and demand forecast.
  - Performance and potential reviews.
  - All the above.
17. \_\_\_\_\_ is a method which helps the redundant employees to find other work or start new careers.
- Redundancy.
  - Dismissal.
  - Voluntary Leavers.
  - Outplacement.
18. Which is not an element of Talent Management?
- The resourcing strategy.
  - Talent audit.
  - Total punishment.
  - Performance management.
19. This organization physically performs certain activities and outsources the remaining activities.
- Virtual organization.
  - Partial virtual organization.
  - Learning organization.
  - Talent management organization.
20. \_\_\_\_\_ is a kind of forecasting technique done by the people who are familiar with the products, processes and jobs in the business.
- Demand forecasting.
  - Supply forecasting.
  - Judgment and Experience.
  - Delphi Technique.

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# UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA



**[PART (A) : OBJECTIVE]**

Duration : 20 Minutes

Serial no. of the  
main Answer sheet

Course : .....

Semester : ..... Roll No : .....

Enrollment No : ..... Course code : .....

Course Title : .....

Session : ..... 2017-18 ..... Date : .....

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### Instructions / Guidelines

- The paper contains twenty (20) / ten (10) questions.
- Students shall tick (✓) the correct answer.
- No marks shall be given for overwrite / erasing.
- Students have to submit the Objective Part (Part-A) to the invigilator just after completion of the allotted time from the starting of examination.

Full Marks	Marks Obtained
20	

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Scrutinizer's Signature

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Examiner's Signature

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Invigilator's Signature