

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

**SET  
A**

[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*

- In which level of Man Power Planning, it is looking after by the Central & State Government?
  - National Level
  - Individual Level
  - Industry Level
  - Sector Level
- To 'assist, counsel and pressurize' the operating management to plan and establish objectives is the responsibility of \_\_\_\_\_.
  - Human Resource Department
  - Head of the Department
  - Production Department
  - None above
- In which level of Man Power Planning, it may relate to its man power need for various departments and types of personnel?
  - National Level
  - Individual Level
  - Industry Level
  - Sector Level
- Which will not be done if there is Surplus of workers in an organisation?
  - Restricted hiring
  - Reduced hour
  - Early Retirement
  - Recruitment & Selection
- Man Power Forecasting ranging between 2 years to 5 years is known as \_\_\_\_\_.
  - Short Range Forecasting
  - Long Range Forecasting
  - Mediator Range Forecasting
  - Intermediate Range Forecasting
- Which is not a responsibility of Personnel or HR Department for Manpower Planning?
  - Assist, counsel and pressurize the operating management
  - Collect and summarize data in total organization terms
  - Analyze and measure the man power utilization in the department.
  - Monitor & measure performance against the plan
- \_\_\_\_\_ is not a policy included in HR Policy.
  - Compensation Policy
  - Strategic Policy
  - Training & Development Policy
  - Performance Appraisal Policy
- Job Analysis is a process of gathering information about the \_\_\_\_\_.
  - Job holder
  - Job
  - Management
  - Organisation

9. The reporting relationship and working conditions related to a job is stated in\_\_\_\_.
  - a. Job Description
  - b. Job Analysis
  - c. Job Specifications
  - d. Both a & c
10. The written statement of the findings of Job Analysis is called\_\_\_\_.
  - a. Job Design
  - b. Job Classification
  - c. Management
  - d. Organisation
11. The purpose of Job Evaluation is to determine\_\_\_\_.
  - a. Worth of a job in relation to other jobs
  - b. Time duration of a job
  - c. Expenses incurred to make a Job
  - d. None of the above
12. Which forecasting technique is not a quantitative technique?
  - a. Work Study Technique
  - b. Ratio & Trend Analysis
  - c. Econometric Model
  - d. Regression Analysis
13. Which forecasting technique is not a qualitative technique?
  - a. Delphi Technique
  - b. Nominal Group Technique
  - c. Regression Analysis
  - d. Scenario Analysis
14. \_\_\_\_\_ technique involves multiple experts (Usually line and staff manager) meeting face to face discuss independently.
  - a. Managerial Judgment
  - b. Work Study Technique
  - c. Supply Forecasting
  - d. Nominal GroupTechnique
15. \_\_\_\_\_ Analysis provides multiple estimates of future human resource demand on unique sets of assumption and circumstances for each scenario.
  - a. Ratio Trend Analysis
  - b. Regression Analysis
  - c. Scenario Analysis
  - d. Econometric Analysis
16. \_\_\_\_\_ provides a clear graphical view of all organizational jobs and current number of employees at each job
  - a. Goal Programming
  - b. Staffing Table
  - c. Renewal Analysis
  - d. None above
17. Which is not a Modern Technique of Recruitment?
  - a. Walk-in
  - b. Business Alliances
  - c. Scouting
  - d. Tele-recruitment
18. "Advertising" is an \_\_\_\_\_ technique of Recruitment.
  - a. External
  - b. Internal
  - c. Modern
  - d. Both a & b
19. \_\_\_\_\_ is the power & capacity for effective action.
  - a. Knowledge
  - b. Induction
  - c. Placement
  - d. Career Planning
20. Succession Planning does not depend on the information supplied by\_\_\_\_.
  - a. Talent audits
  - b. performance and potential reviews
  - c. Delphi Technique
  - d. Supply and demand forecasts

**( Descriptive )**

Time : 2 Hr. 30 Mins.

Marks : 50

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

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|---|--------------|
| 1. What do you understand by 'Human Resource Management' & 'Manpower Planning'? Mention the various components of Manpower Planning. Explain the three main objectives & any three sub-objectives of Manpower Planning.                                   | 1+1+2+3+3=10 |
| 2. Write the process of Manpower Planning with the help of a neat diagram. Explain the need/importance of Manpower Planning.  | 6+4=10       |
| 3. a) State the essentials for a sound HR policy. What are the objectives of formulating HR policies for organizations?<br>b) Discuss the benefits of having clear HR policies for an organization.   | 5+5=10       |
| 4. a) What is Job Analysis? From an HR manager's point of view what are the uses of job analysis?<br>b) Define Job Description and Job Specification. Draw a comparison between job description and job specifications                                    | 5+5=10       |
| 5. Define Demand Forecasting. Write the characteristics of Demand Forecasting. Explain various factors that influence Demand Forecasting.   | 2+2+6= 10    |
| 6. a) Define Managerial Judgement. Write the characteristics of Managerial Judgement Forecasting Technique.<br>b) What do you understand by 'Supply Forecasting'? Mention any four Internal Factors that influence Supply Forecasting in an organisation. | 5+5=10       |
| 7. Define Selection. Explain the Selection Process that usually adopted in an organization.   | 2+8=10       |
| 8. What do you understand by 'Orientation'? Write the Objectives of Orientation Program. Explain the steps of an Orientation Program.   | 2+3+5=10     |

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