

**BACHELOR OF BUSINESS ADMINISTRATION
FIFTH SEMESTER [SPECIAL REPEAT]
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

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