

BACHELOR OF BUSINESS ADMINISTRATION
THIRD SEMESTER
MANPOWER PLANNING
BBA – 932 (IDMN)
(USE OMR FOR OBJECTIVE PART)

2024/11

SET
A

Duration: 1:30 hrs.

Full Marks: 35

Time: 15 min.

(Objective)

Marks: 10

Choose the correct answer from the following:

1×10=10

1. Which of the following is the primary objective of manpower planning?
 - a. Reducing recruitment costs
 - b. Ensuring the right number of people are in the right place at the right time
 - c. Offering employee training programs
 - d. Enhancing employee job satisfaction
2. Which of the following is not a method of job analysis?
 - a. Observation
 - b. Interviews
 - c. Questionnaires
 - d. Profitability analysis
3. Which technique is commonly used to forecast future manpower requirements?
 - a. Market surveys
 - b. Trend analysis
 - c. Cost-benefit analysis
 - d. Personality tests
4. Job specification refers to:
 - a. The duties and responsibilities of job
 - b. The skills and qualifications required to perform a job
 - c. The location of the job
 - d. The work schedule
5. How does HRP contribute to the strategic goals of an organization?
 - a. By aligning human resource activities with business objectives
 - b. By focusing only on employee well-being
 - c. By outsourcing all HR activities
 - d. By concentrating solely on recruitment
6. The Delphi Technique is primarily used for which type of HR forecasting?
 - a. Qualitative
 - b. Quantitative
 - c. Financial
 - d. Automated

7. Which of the following is NOT a source of external recruitment?
- a. Employee referrals
 - b. Employment agencies
 - c. Job fairs
 - d. Promotions
8. What is the final stage of the selection process?
- a. Interview
 - b. Job offer
 - c. Medical examination
 - d. Reference check
9. Knowledge management contributes to innovation by:
- a. Reducing employee turnover
 - b. Encouraging the sharing of ideas and expertise
 - c. Streamlining performance reviews
 - d. Decreasing training costs
10. What is a key component of talent management in HR?
- a. Job rotation
 - b. Compensation structuring
 - c. Identifying and nurturing high-potential employees
 - d. Conflict resolution

(Descriptive)

Time: 1 hr. 15 mins.

Marks: 25

[Answer question no.1 & any two (2) from the rest]

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| 1. Explain the importance of Human Resource Planning in an Organization. | 5 |
| 2. Define HR Planning. Explain in detail the objectives of HR Planning. | 2+8=10 |
| 3. What is Job Analysis? Discuss the relation of Job Analysis with HR Panning. | 4+6=10 |
| 4. Define Strategic HRP .Discuss the process of Human Resource Planning. | 2+8=10 |
| 5. Discuss in detail the Meaning, Objectives and Sources of Recruitment. | 2+4+4=10 |