

34705

Solutions 304

Q1A)	Choose the correct alternative (any 8)	(08)
1)	Government involvement is seen in planning of HR at _____ level. a) Sectoral b) National c) Unit d) Departmental	
2)	Managerial Judgement is a technique used for forecasting of _____ of labour. a) Demand b) Supply c) Both d) None	
3)	MBO approach to HRP is an example of _____ approach. a) Qualitative b) Quantitative c) Mixed d) None	
4)	_____ is the specification of contents, methods and relationships of jobs in order to satisfy organizational requirements, a) Job design b) Job Redesign c) Both a and b d) None	
5)	Task identity is a feature of _____. a) Job design b) Job Redesign c) Both a and b d) None	
6)	_____ help in the planning for needed resources. a) Programmes b) Project c) Budgets d) None	
7)	_____ power is conveyed through the fear of losing ones job. a) Coercive b) Legitimate c) Reward d) None	
8)	HRIS helps in employee _____. a) Administration b) Flexibility c) Retention d) None	
9)	_____ is a stage where HRIS is actually set up. a) Implementation b) Designing c) Both d) None	
10)	_____ is considered as raw facts. a) Data b) information c) both a and b d) None	
Q1B)	State whether true or false (any 7)	(07)
1.	Replacement needs affect the HR supply forecast - FALSE	
2.	HRP is a continuous process. TRUE	
3.	Job analysis helps in proper placement of individuals. TRUE	
4.	Effective delegation of work helps in employee retention TRUE	
5.	Job title is part of job specification FALSE	
6.	Formalization is a major issue to be considered in setting up HRP department. TRUE	
7.	HRP evaluation helps in predicting future trends. TRUE	
8.	HRIS allows customization – TRUE	
9.	Employee contribution is a part of pension subsystems. – TRUE	
10.	HRIS assists management in decision making –TRUE	
Q2a)	Define Human Resource planning. Explain its features.	(08)
ANS)	Process of planning the workforce requirements. Features : Well defined objectives, future oriented , determine Hr needs, Adjust DD and Ss of HR, Related to corporate plan; affected by env. Influences.	
Q2b)	Suggest ways to overcome barriers in the process of effective implementation of HRP.	(07)
ANS)	Develop positive attitude, Trained Mgmt, Dedication to Planning Process, quality information, use right approach, proper communication etc.	
	OR	
Q2c)	What is meant by demand forecasting.? Explain the techniques of demand forecasting?	(08)
ANS)	Estimation of future human requirement of right type and number.	

	Techniques – Managerial Judgement, Ratio Trend Analysis, Work study , Regression, Delphi.	
Q2d) ANS)	Explain the scope of Human resource planning. Forecast personnel requirements, cope up with changes, Maintaining existing manpower inventory, systematic promotion of employees, Modification of HR policy, Aids effective HR planning	(07)
Q3a) ANS)	What is job redesigning? Explain its process. Restructuring the job elements including tasks, duties and responsibilities of a specific job. Revising Job content, Analysing job related information, Alter job elements, Reforming job description and specification, Reshuffling job related tasks and duties .	(08)
Q3b) ANS)	Discuss some flexible work practices in contemporary organizations. Job sharing, flexi time, Compressed weeks, phased retirement, career flexibility, tele-commuting .	(07)
	OR	
Q3c) ANS)	State the external factors that affect the process of recruitment. Competition , labour market, Employment situations, Pressure groups, government policy, labour laws , demographic factors	(08)
Q3d) ANS)	What is meant by employee selection tests? State its advantages. Test for understanding the employee quality. Proper assessment, objective assessment, uniform basis for comparison, selection of better persons, reduces labour turnover, helps to obtain information, saves times, provides variety to screen the candidates.	(07)
Q4a) ANS)	State the need for performance management systems in the organizations. Informational need, motivational need, developmental need, managerial need, guidance needs, set standards, explore opportunities to grow.	(08)
Q4b) ANS)	What is meant by power? Explain the different types of power. Meaning of power – authority Types : Legitimate, Reward, Coercive, Expert and referent.	(07)
	OR	
Q4c) ANS)	Explain the process of HRP evaluation. 1) Decide the purpose of evaluation 2) Establish control systems 3) Select criteria in line with purpose 4) Deliver the result of feedback evaluation.	(08)
Q4d) ANS)	Explain the impact of mergers and acquisitions on the process of HRP Organizational Growth, Integration of risks, possibility of cultural clashes, Concentrate efforts on recruitment, design training and development, design compensation packages.	(07)

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Q5a) ANS)	State the different objectives of HRIS. Effectively plan and formulate policies, Monitor HR demand and supply imbalances, Provide inputs for strategic decision making, Provide accurate and timely information, Efficient Methods of Processing data, Maintain confidentiality of information, Minimize cost.	(08)
Q5b) ANS)	Suggests steps to ensure security of HRIS systems. Maintain computer hygiene, Hardware installation, Checking vendor security, frequent change of password, limit access to information, frequent change of passwords, security protocols, disaster recovery plans.	(07)
OR		
Q5)	Write short notes on (any3) <ol style="list-style-type: none"> 1. HR Policy:Mng and Imp.---Clear communication, Maintain workplace Harmony, Tackle Legal Issues, Ensure Equity, Provides guidelines, Effective change mgmt., identification of training needs 2. Multi skill development--- Mng and Imp-- Decrease labour cost, efficiency in planning, employee satisfaction, job mobility, introduce new products, continuous improvement 3. Importance of Management training and development:increases productivity, up gradation of knowledge, increases confidence level of workers, employee satisfaction, career advancement. 4. Components of HRIS- employee database, time and labour management, payroll, employee benefits, employee interface, recruitment and retention. 5. Trends in HRIS:SAAS explosion, Mobile Apps, Establish performance mgmt. systems, greater focus on employees, optimise analytics and data use. 	(15)