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Answer Key 1

QP code: 70294.

Q1A)	Choose the correct alternative (any 8)	(08)
1)	Human Resource Policies are _____ on the approach that organisations intends to adopt in managing its people a) Guidelines b) Rules c) procedures d) strategies	
2)	Selection tests help in the _____ assessment of individuals. a) Objective , b) Subjective, c) both, d) none of the above	
3)	HRP planning is _____ oriented a) Past, b) present, c) future , d) all of these	
4)	Success of HRP process can be found out through process of _____ a) HRP evaluation , b) strategic planning, c) HRP Evaluation and Strategic planning.	
5)	Planning for the needed resources can be done through preparation of _____ a) Budgets , b) programmes, c) projects, d) none,	
6)	Job _____ follows Job Analysis. a) Re-design, b) Job Design , c) job evaluation, d) None of these.	
7)	The purpose of HRP is to match employee _____ to organisationa requirement . a) need b) qualifications c) abilities d) None	
8)	The HRP Practitioner is responsible for _____ a) Issues of orders and instructions, b) Set up HRP Department, c) Issues of orders and instructions and Set up HRP Department , d) none	
9)	_____ is a stage where HRIS is actually set up. a) Implementation , b) designing, c) both, d) none.	
10)	HRIS helps in employee _____ a) Administration , b) flexibility, c) none, d) retention.	
Q1B)	State whether true or false (any 7)	(07)
1.	HRP is a continuous process. True	
2.	Staffing the HRP department does not require specific job requirement. False	
3.	Employee retention refers to the ability of the organisation to recruit employees. False	
4.	HRIS does not create administrative data. False	
5.	Job enrichment is a technique of job rotation. False	
6.	Job erichment is a technique of job rotation. True	
7.	Downsizing helps to improve the employee strength of an organisation. False	
8.	HRIS has evolved from simple record keeping to complex analytical tools to assist management decision making . True	
9.	Human resource policies are guidelines designed by organizations in managing its people. True	
10.	HRIS does not create administrative data. False	
Q2a)	What are the requirements for effective HR Planning ? Ans: Features of Human Resource Planning: a. Well Defined Objective	(08)

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	<ul style="list-style-type: none"> b. Determining Human Resource Need c. Maintaining Manpower Inventory d. Adjusting Demand and Supply e. Creating Proper Work Environment f. Future Oriented g. Continuous Process <p>Focuses on Optimum Utilization of HR</p>	
Q2b) Ans:	<p>What is the Process of HRP:</p> <p>Step 1: Analysing Organisational Objective Step 2: Inventory of Present Human Resource Step 3: Forecasting Demand and Supply of Human Resource Step 4: Estimating Manpower Gaps Step 5: Formulating Human Resource Action Plan Step 6: Monitoring Control and Feedback.</p>	(07)
	OR	
Q2c) Ans:	<p>Explain the following concepts 1) Skills Inventory 2) Staffing Tables 3) Ratio Trend Analysis 4) Regression technique</p> <p>1) Skills Inventory : Used for Supply forecasting, summaries the skills, education and experiences of the individuals 2) Staffing Tables : Used for Supply forecasting, gives idea of all the organizational jobs and current number of employees for each job. 3) Ratio Trend Analysis : used for ss forecasting. Demand for HR is estimated on the basis of production level and number of workers available.</p>	(08)
Q2d) Ans:	<p>Requirements for Effective HR Planning:</p> <ul style="list-style-type: none"> a. Top Management Support b. Thorough Understanding of HRP Process c. Adoption of Correct Approach d. Integration of HR Plan with Organisations Strategic Business Plan e. Use of Most Appropriate Tool f. Healthy Relations with HR Personal with Line Managers <p>Updated Record</p>	(07)
Q3a) Ans:	<p>Explain different ways to maintain flexibility in organizations .</p> <p>Job sharing, flexi time, Compressed weeks, phased retirement, career flexibility, tele-commuting.</p>	(08)
Q3b) Ans	<p>Discuss various employee retention techniques used by organizations.</p> <p>Delegation of work, cordial employee relations, right candidate for right jobs. timely appreciation and recognition, performance appraisals. job terms and conditions, employee friendly rules and regulations, participative management. Career development, executive development, etc</p>	(07)
	OR	
Q3c) Ans:	<p>State the different types of employee selection tests.</p> <p>Personality tests, performance tests, aptitude tests, interest tests, intelligence tests, projective tests, GK Tests. Perception tests. achievement tests, dexterity test.</p>	(08)

Q3d)	What are the factors that affecting recruitment process. ? Factors Affecting Recruitment: a. Internal Factor b. Size of Organisation c. Recruitment Policy d. Corporate Image and Reputation e. Hiring Cost f. Image of the Job g. External Factors h. Competitors i. Government Policy	(07)
Q4a) Ans	State the need for management training and development to employees in the organizations. Helps in orienting new employees, Up gradation of knowledge and skills, improves performance, career advancement opportunities, and increases the confidence level of employees.	(08)
Q4b) Ans	What is the impact of Outsourcing and its impact on HRP ? Risk management, cost saving, efficiency, employee development	(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	Bring out the strategies to deal with politics in organizations. Develop expertise, acquire information, set positive example, build alliances, gain support of staff, appear non-threatening.	(07)
OR		
Q5a) Ans	What are the Steps in Designing HRIS: a. Determination of Information Need b. Designing the System c. Implementation Monitoring and Evaluation	(08)
Q5b) Ans	Discuss the components of HRIS. Employee data base, time and labour management, payroll function, employee benefits, employee interface, recruitment and retention.	(07)
OR		
Q5)	Write short notes on (any3) 1. HR Policy Ans: 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: Process of training the employees in specific skills. Multi skilling helps in	(15)

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<p>holistic development. It implies training in more than one skills</p> <ol style="list-style-type: none">a. Flexibility in work timingb. Decreased Labour Costc. Efficiency in Planningd. Employee Satisfaction <p>Defined as consolidation of companies.</p> <p>3. Human Resource Audit: It is the systematic Review of all Human Resource functions, its strategies direction. It is important management control device</p> <p>4. Types of Power:</p> <ol style="list-style-type: none">a. Legitimateb. Rewardc. Coercived. Experte. Referent <p>5. Globalisation and HRP Ans: Increase in manpower cost. cultural diversity. employee retention. compensation packages. assimilation with world practices,</p>	
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