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**UTTARAKHAND OPEN UNIVERSITY, HALDWANI (NAINITAL)**



**Programme Name-MBA-Third Semester / PGDHRM- First Semester**

**Programme Code-MBA13/ PGDHRM -10**

**Course Name- Human Resource Planning**

**Course Code- HR 2302**

**Maximum Marks-40**

**Session -2014-15,Summer**

**Last Date of Submission: 31<sup>st</sup> January , 2015**

**Section-A**

**Section 'A' contains 08 short answer type questions of 5 marks each. Learners are required to answers 4 questions only. Answers of short answer-type questions must be restricted to 250 words approximately.**

**Discuss the following (1-8) –**

1. Human Resource Planning
2. Characteristics of a sound policy.
3. Human resource information system (HRIS)
4. Promotion Policy
5. Factors responsible for the failure of productivity in an organisation.
6. Career Planning.
7. Essential features of a good training programme.
8. Need for multi-skilling in the modern organisation.

**Section-B**

**Section 'B' contains 04 long answer-type questions of 10 marks each. Learners are required to answers 02 questions only.**

1. Explain the concept of Human Resource Planning. What is the importance of Human Resource Planning?
2. Describe the procedure of recruitment and selection of personnel in an organisation. You may use imaginary examples to illustrate your answer.
3. Evaluate the importance of performance appraisal in an industrial organisation. How would you make it more effective?
4. "Job description and job specification are the two by-products of job-analysis."  
Elaborate this statement