

**UTTARAKHAND OPEN UNIVERSITY, HALDWANI (NAINITAL)*****MBA Third / PGDHRM First -Semester Assignment*****Programme Name- MBA-Third Semester/ PGDHRM First Semester****Programme Code-MBA-10/PGDHRM-10****Course Code:HR 2302****Course Name-Human Resource Planning****Maximum Marks-40*****Last Date of Submission: 15 Jan, 2012*****Session: 2011-12 (Summer)****Section-A**

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

Briefly discuss the following-

1. Human Resource Planning
2. Human Resource Information System
3. Induction Programme
4. Job Evaluation
5. Recruitment
6. Career Planning
7. Performance Appraisal
8. CMM

Section-B

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

1. As the HR manager of a company you have to perform the function of performance appraisal. Describe the process of performance appraisal?
2. What is training? What are the benefits of training to organisations and employees?
3. What are the advantages and limitations of Human Resource Planning Programmes?

4. Define Selection? What steps should be followed in a Good Selection Procedure?

