SIDDHARTH INSTITUTE OF ENGINEERING & TECHNOLOGY :: PUTTUR
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QUESTION BANK (DESCRIPTIVE)

Subject with Code : HRP (16MB734)   **Course & Branch**: MBA

Year & Sem: II-MBA & III-Sem   **Regulation:** R16

UNIT-I
INTRODUCTION TO HRP

1. What is Human Resource Planning? Explain the significance of planning human resource.

2. Define macro and micro level manpower planning. Explain with examples.

3. Explain various elements for human resource planning.

4. Define HRP. Outline the objectives of human resource planning.

5. Explain process of human resource planning in detail.

6. Discuss different approaches to human resource planning.

7. What are various methods used in forecasting human resource planning? Explain its importance

8. Define the concept of manpower inventory. How the manpower inventory is prepared?

9. Write short notes on:

    i. Staffing tables.

    ii. Replacement charts.

    iii. Ratio analysis.

    iv. Nominal group technique.

10. Explain models and techniques of man power inventory.

UNIT-II
RECRUITMENT

1. Elaborate various stages in the process of selection with examples.

2. Describe the strategies orienting new employees.

3. What is recruitment? Discuss its needs and importance.

4. Define training and what strategies are used for orienting new employees.

5. Explain the benefits and problems associated with induction.

6. What is career planning? Explain the objectives of career planning.

7. Discuss various on-the-job and of-the-job training methods.

8. What do you understand by tests? State its types.

9. Describe career stages.

10. Write short notes on:

    i. Difference between recruitment and selection

    ii. Application forms

    iii. Merits and demerits of tests

    iv. Importance of training.

UNIT-III
MANPOWER UTILIZATION

1. Discuss various techniques of performance appraisal with pros and cons of each technique.

2. Explain in detail various transfer strategies with examples. Discuss employee adjustment issues involved in transfers.

3. What do you understand by man power utilization? Discuss the techniques for improving man power utilization.

4. What is manpower utilization Index (MUI) and how it is calculated? State the factors influencing MUI.

5. Define transfer. What are its types? Explain its advantages and disadvantages.

6. Why job enrichment is needed in an organization? Discuss its methods.

7. Explain the factors influencing employee retention.

8. Discuss the factors affecting performance in detail.

9. What is promotion? Discuss various basis of promotion.

10. Define the following terms:

   a) Job redesign

   b) Job rotation

   c) Job enrichment

   d) Job enlargement

UNIT-IV
STAFFING POLICY

1. Define downsizing. Elucidate the reasons for downsizing.

2. Discuss the impact of retrenchment and redeployment on employee morale.

3. What is Human resource Audit? How does it help an organization in preparing Human resource planning?

4. What shall be the employee exit policy of an MNC? How the exit interview helps the organization in knowledge transfer?

5. What is retrenchment? Discuss the various provisions of retrenchment as per Industrial Disputes Act, 1947.

6. Define retirement. What are its types? Explain its benefits.

7. Explain Re-development with its importance.

8. Define Workers Participation in Management. Explain Characteristics and Objectives.

9. What is quality Circle? Why is it necessary to have a quality circle in the organisation?

10. Write short notes on

    a. Quality of work life

    b. Problems of Retirement

    c. Benefits of VRS

UNIT-IV
HUMAN RESOURCE INFORMATION SYSTEM

1. Discuss the importance and limitations of HRIS.

2. What is meant by human resource accounting? What are the various steps in it?

3. Explain various approaches of HR audit.

4. Explain the concept and need of Human Resource Information System in an organizational set up.

5. Explain the human resource audit report for business improvement.

6. What are the uses of human resource information system (HRIS)?

7. Explain the concept, need and scope of HR Audit. Describe the essential steps in the auditing process.

8. State the importance and problems of HRA.

9. Define HRIS. Elucidate the steps to successfully implement the human resource information system in an organization.

10. Write a short notes on
    a. HRA Process
    b. Components of HRIS
    c. Recent trends in HRP