

**SECTION A**

**Answer any FIVE of the following questions. Each question carries two marks. (5x2=10)**

- 1) What is Job Analysis
- 2) Define human resource planning
- 3) succession planning
- 4) Differentiate between Recruitment & Selection.
- 5) Mention four roles of HR department
- 6) Define HRM.
- 7) Who is the HRD Minister of India ?

**SECTION B**

**Answer any TWO of the following questions. Each question carries five marks. (2x5=10)**

- 8) Explain the Objectives of human resource management
- 9) Discuss various external sources of recruitment
- 10) Briefly explain the functions of Human resource management

**SECTION C**

**Answer the following compulsory question. The question carries ten marks. (1x10=10)**

**11) Torell finance company is a large company located in the rapidly growing areas in the capital city.**

Over the past several years, the company experienced a significant expansion in size and operations and a rapid influx of new personnel at all organizational levels. The company had realized the need for more talented and knowledgeable personnel. Over the past several years, experienced people had been hired from outside the company, but top management had become convinced that in the long run the health of the company depended upon managing its talent internally.

Rajni Shah had recently been hired to develop and install a new HR planning system at torrel finance company. On the basis of her prior experience in the same industry, Rajni knew that many functions with cross divisional lines existed in the company and required broad exposure to

finance business. Further, she knew that the divisional and corporate objectives were not directly aligned. Various divisions had a high degree of autonomy in their functions. Therefore, she knew that the new HR planning process would have to be corporate wide in scope. Only from that perspective would a planner assess the company wide HR needs.

When Rajni had arrived at her new job her boss had informed her that the focus of HR planning system should be on management development and succession planning. To emphasize the focus, she was given the title of director of management development and HR planning. The position had corporate wide staff authority over all presently existing activities that related to management development and HR planning. The boss had asked her to provide the management with a statement of objectives of the new HR planning system as she sees it as an outline of the potential benefit that might accrue to the company along with the list of suggested steps in the implementation of the HR planning system

### **Questions**

1. If you were in the position of Rajni Shah, what would you be prepared to say to the management with reference to the above case of:
  - a) Objectives of HR planning
  - b) Potential benefits of HR planning