P-3410

[6033]-412
S.Y. B.B.A.
406 C : EMPLOYEE RECRUITMENT AND RECORD MANAGEMENT
(2019 Pattern) (Semester - IV)

Time : 2½ Hours]   *[Max. Marks : 50*

Instructions to the candidates :

1) *Answer all questions are compulsory.*
2) *Figures to the right indicate full marks.*

Q1) Multiple Choice Questions :   **[5]**

i) Manpower Planning is also known as _____

    a) Strategic Planning   b) Human Resource Planning

    c) Long-range Planning   d) Manpower Forecasting

ii) Selection is known as a process of _____

    a) Positive attitude   b) Rejection

    c) Development   d) None of the above

iii) _____ technique of manpower forecasting is also known as 'word-load' analysis".

    a) Ratio Trend Analysis   b) Regression Analysis

    c) Delphi   d) Work study method

iv) _____ refers to the data which is not considered as evidence

    a) Record   b) Document

    c) Information   d) All of the above

v) The process of developing the applicant's pool for job openings in an organisation is called _____

    a) Hiring   b) Recruitment

    c) Selection   d) Retention

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Q2) Match the following : [5]

Group A		Group B
i) Manpower Planning	a)	Bottom up approach
ii) Plant Level Manpower Planning	b)	Factor influencing Estimation of Manpower
iii) Managerial Judgment Technique	c)	Providing Right Employees at Right Job
iv) Organizational Type and Strategy	d)	Barrier to Manpower planning
v) Lack of Balanced Approach	e)	Operating Committee

Q3) **Answer the following (Write any two) :** [20]

a) Write down meaning of manpower planning. Explain any four techniques of Manpower forecasting.

b) Explain at least 5 types of employee Records in detail.

c) What is HR analytics, Explain HR analytics Process Analytics

Q4) **Short Notes (any four) :** [20]

a) Manpower planning

b) Talent Acquisition

c) E-recruitment

d) Objectives of Record management

e) Barriers to manpower planning

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