

**ASSIGNMENT**  
**B.COM 2<sup>ND</sup> SEMESTER (ARREAR)**  
**SUBJECT: HUMAN RESOURCE PLANNING AND DEVELOPMENT**  
**(MANAGEMENT MAJOR)**  
**OLD COURSE (NON-CBCS)**  
**PAPER – 205**  
**TOTAL – 50 MARKS**

**Please Note:**

- **Students need to write their Name, Examination Roll No and Class Roll No in their Answer Sheet.**
- **Last date of Submission is 8<sup>th</sup> August 2020.**
- **Assignment must be Hand written and submitted in PDF format in the college website.**

**1. Answer the following**

**2 x 5 = 10**

- a) What is Job Analysis?
- b) Write two importance of Training?
- c) What do you mean by Outsourcing?
- d) What is the meaning of Human Resource Audit?
- e) Write two differences between Transfer and Demotion?

**2. Write Short Notes on the following**

**5 x 6 = 30**

- a) Importance of Human Resource Planning.
- b) Qualities of Human Resource Development Manager.
- c) Voluntary Retirement Scheme (VRS)
- d) Human Resource Information System (HRIS)
- e) Concept of Promotion.
- f) Succession Planning

**3. What do you mean by Performance Appraisal? Explain the methods of Performance Appraisal**

**2 + 8 = 10**

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