

# HRPA 03

Roll No:

Total No of Questions : 6

Total no of printed pages:1

Duration (hrs.) : 3

Maximum Mark : 50

Note :

- Question no 6 is compulsory
- Answer any 4 questions from remaining 5.

**Q. No. 1**

**10 marks**

Explain the process of performance appraisal system.  
What are the various methods of conducting performance appraisal ?

**Q. No. 2**

**10 marks**

Job Analysis has an important role to play in organizations success. Explain .  
Prepare a job description and job specification sheet for the post of “ Production Manager ” for a pharmaceutical company .

**Q. No. 3**

**10 marks**

a) What is the importance of succession planning  
b) Career planning is important for an individual explain the components or a career planning program .

**Q. No. 4**

**10 marks**

What are the objectives of H. Resource planning and how can an inadequate H.R. Planning affect the survival of an organization . ?

**Q. No. 5**

**10 marks**

a) Explain the process of training and development program .  
b) What are the drawbacks of various steps in selection process ?

**Q. No. 6. Write short notes on any 4**

**10 marks**

- H. Resource audit process
- Importance of H. R. audit Programme.
- Role of employee in performance appraisal system.
- Quality people gives you quality product. Explain
- Factors influencing Individual development in an organization.