Ministry of Manpower  
Nizwa College of Technology  
Business Studies Department

Final Examination - Semester 1 – AY 2015 - 16

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<tr>
<th>Questions</th>
<th>Marks Allocated</th>
<th>Marks Scored</th>
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<tr>
<td>True or False</td>
<td>04 Marks</td>
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<tr>
<td>Multiple choice</td>
<td>06 Marks</td>
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<td>Short questions</td>
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<td>Analytical questions</td>
<td>30 Marks</td>
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<td>TOTAL</td>
<td>50 Marks</td>
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Course code: BAHR4110  
Course Title: MANPOWER PLANNING  
3 Credit Hours

Date: 17 December 2015  
Time: 12 nn – 2 pm  
Marks: 50

Student Details:

Name.................................................................ID .........................

For office use only:

Assessed by : Sangeetha.TR  
Verified by:  

Date :  

Date :
I. TRUE OR FALSE:  
(04 X 01 = 04 Marks)  

Write the word true if the statement is correct and the word false if the statement is wrong. (Suggested Time: 10 Minutes)

<table>
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<tr>
<th>Q. No</th>
<th>Statements/Questions</th>
<th>Answer</th>
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<tr>
<td>1.</td>
<td>Involuntary unemployment arises when a person seeks specific paid employment for a specific wage of his or her own choice.</td>
<td></td>
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<td>2.</td>
<td>Work study technique involves the subjective view of managers on the HR requirements of the organization.</td>
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<td>3.</td>
<td>TDRs of a job are directly observable actions whereas KSAOs are not directly observable.</td>
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<td>4.</td>
<td>Replacement chart identifies people for some positions and also indicates their readiness to occupy those positions.</td>
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II. Multiple choice questions  
(06 X 01 =06 Marks)  

Choose the most appropriate answer and write the letter of the chosen answer in the box. (Suggested Time: 15 Minutes)

1. Job extension refers to
   
   a. Increasing the responsibilities of a job
   b. Making a job more specialised
   c. Combining two or more simple jobs
   d. Decreasing the scope of the job

2. Which among the following industries in Oman has highest level of expatriates?
   
   a. Finance and Banking industry
   b. Manufacturing industry
   c. Oil and gas industry
   d. Construction industry
3. **ABC is a manufacturing company employing 30 employees out of which 5 are supervisors, while the rest are workers. Now the company has expanded its operations and has inducted 15 new employees. What will be the total number of supervisors in the company?**
   a. 4
   b. 8
   c. 12
   d. 16

4. **The process of moving people within the organization, from units where there are excess employees to units where there is shortage**
   a. Retrenchment
   b. Recruitment
   c. Redeployment
   d. Redundancy

5. **An individualized outline of training, experience and education designed to facilitate an employee’s growth and enhance opportunities for advancement is called**
   a. Performance Assessment sheet
   b. Job description
   c. Job specification
   d. Career development plan

6. **The first step in job analysis is to examine the overall organization. The next step is to**
   a. collect data on jobs
   b. prepare job description
   c. prepare job specification
   d. choose the jobs to be analysed
III. SHORT ANSWER QUESTIONS ( 02 X 05 = 10 Marks)
(Suggested time: 20 minutes)

Answer in short and clear statements. Limit your ideas/points as required in each question. Excess answer(s) will not earn any mark.

Question 1: Write short notes on the following:

a. Disguised unemployment and two causes of disguised unemployment. (1+1= 2 Marks)

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b. Skill inventory and its use (2 Marks)

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c. Job enrichment with an example. (1 Mark)

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Question No 2: Ahmed is planning to open a vocational training institute. He expects to have 200 students in his institute in the first semester and 300 in the second semester. He wants to have 1:20 instructor student ratio and one supervisor for 5 instructors. Calculate how many instructors and supervisors would be required for the first and second semester. (5 Marks)
IV. ESSAY AND ANALYTICAL  
(Suggested Time: 60 Minutes)

Question No: 1

“Though many people talk about the importance of manpower planning, some companies are not taking it seriously.”

a. In your own words, describe five reasons why some organizations are not giving importance to manpower planning.  

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b. List five problems, an organization would face in absence of manpower planning. 
(2.5 Marks)

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Question No 2:

a. What is job analysis? (0.5 Mark)

b. List the outcomes of job analysis. (1 Mark)

c. Describe six points on the importance of Job analysis (6 Marks)
Question No 3:

a. What is job designing? (0.5 Mark)

b. List four reasons that require an organization to redesign jobs. (2 Marks)

c. If you have to design jobs, identify and describe five important job dimensions that you would consider, for making the job motivating and meaningful. (5 Marks)
Question no 4:

a. Write four points on the rationale of Omanization.  
   (2 Marks)

b. Write five reasons for increasing level of unemployment among Omani youth.  
   (2.5 Marks)

c. Do you think that the higher education system in Oman is effective in connection 
   with the job market needs? Describe your answer in three points.  
   (3 Marks)