

MS-23

**Management Programme (MP)/
Post- Graduate Diploma in Human Resource Management (PGDHRM)**

**ASSIGNMENT
for
January 2026 and July 2026 Sessions**

**(Last date of submission for January 2026 session is 30th April, 2026 and for July
2026 sessions is 31st October, 2026)**

MS – 23: Human Resource Planning



**School of Management Studies
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI – 110 068**

ASSIGNMENT

Course Code	:	MS - 23
Course Title	:	Human Resource Planning
Assignment Code	:	MS-23 /TMA/JAN/2026
Coverage	:	All Blocks

Note: Attempt all the questions and submit this assignment to the coordinator of your study centre.

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1. Explain the concept, objectives and strategic importance of Human Resource Planning (HRP). Describe the main steps involved in the HRP process and discuss how HRP is integrated with overall organisational planning.
2. What is human resource forecasting? Discuss qualitative and quantitative techniques used for forecasting human resource demand and supply. Illustrate how an organisation can deal with HR surplus and shortage situations.
3. Define job analysis and job evaluation and bring out the distinction between them. How do job descriptions, job specifications and job evaluation contribute to optimal deployment and utilisation of manpower in an organisation?
4. Discuss the role of recruitment, selection and placement within the framework of Human Resource Planning. How do internal mobility practices (transfers, promotions) and career planning policies support long-term HRP in organisations?
5. Why is it necessary to monitor and review Human Resource Plans periodically? Identify key indicators that can be used to evaluate the effectiveness of HRP and suggest measures for improving the HRP system in organisations.