**SESSION**

**JULY/AUG 2021**

**PROGRAMME**

**MASTER OF BUSINESS ADMINISTRATION (MBA)**

**SEMESTER**

**I**

**COURSE CODE & NAME**

**DMBA106 – HUMAN RESOURCE MANAGEMENT**

**1. Define Selection and discuss the process of Selection**

**Ans.**

The process of choosing the most suitable candidate for a job from among the available applicants is called selection. This is the most important stage of employment as the concept of the right candidate for right position, takes its final shape here. Selecting the wrong candidates and rejecting the right candidates could prove to be a costly mistake.

The selection process involves a series of steps which help in evaluating the candidates. The selection process in Its Half solved only

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**2. Describe Human Resource Planning. Elaborate the process of Human Resource Planning**

**Ans**. Human Resource Planning (HRP) can be defined as the method of ensuring the right number of qualified people, in the right job at the right time to bring the results in an efficient and effective manner.

HRP is understood as the process of forecasting an organisation’s future demand for, and supply of, the right type of people in the right number. It is only after this that the HR department can initiate the

**3. Explain the meaning and types of Appraisal Methods**

Ans. A performance appraisal is a regular review of an employee's job performance and contribution to a company. Companies use performance appraisals to determine which employees have contributed the most to the company’s growth, review progress, and reward high-achieving workers. Although there are many different kinds of performance reviews, the most common is a top-down review in which a manager reviews their direct report. Employees who believe the evaluation's

**Q4.Define discipline. Enumerate the steps for disciplinary procedure**

Ans. Discipline is employee self-control which prompts him/her to willingly cooperate with the organisational standards, rules, objectives, etc.

Discipline is best defined as the observation of principles, rules or any other laid down procedures, practices, written or otherwise in the organisation by the employees or group of employees, to whom

**Q5.Describe the concept of Competency and it’s linkage to various HR systems.**

Ans. Competency is defined as “a capacity that exists in a person that leads to a behaviour that meets the job demands within organisational parameters and that in-turn bring about the desired results.” Competency can also be defined as “an underlying characteristic of a person results in effective and/or superior performance on the job.”

Competency can be thought of a as a tool that can be used to map ‘best-inclass’ performance–the best performer is always called the competent performer. Competencies are based on **Knowledge**–

**Q6.Elaborate on Rewards & Incentives**

Ans. Organisation rewards are those that the employee earns as a result of his employment with the organisation. Most organisations link their reward system to employee performance and commitment to the organisation.

**Types of rewards:**

* ***Extrinsic reward –*** Extrinsic rewards are tangible in nature and are normally under the control of