**ASSIGNMENT**

**DMBA106 – HUMAN RESOURCE MANAGEMENT**

**Jan/feb 2022**

**1. Discuss Index and Trend analysis of Human Resource Planning.**

**Ans:** Ananalysis forecasts the requirement for additional manpower by projecting trends of the past and present to the future. It makes use of operational indices for this.

Historical relationship between the operational index and the Demand for Labour.

Operational indices used are:

* Sales

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**2. Explain the elements of a Career Planning Programme.**

**Ans:** There are four distinct elements of career planning programme:

* Individual assessment and need analysis
* Organisational assessment and opportunity analysis
* Need – opportunity alignment
* Career counselling

**3. What is 360 Degree Appraisal?**

**Ans.** Typically, performance appraisal has been limited to a feedback process between employees and managers. However, with the increased focus on teamwork, employee development and customer service, the emphasis has shifted to employee feedback from multiple sources as depicted in figure. This multiple-input approach to performance feedback is called "360 degree

**4. Describe the applications of HRIS in Human Resource Management**

**Ans. HRIS (human resources information system)** is a type of business application that enables companies to store employee information, manage common HR functions, and execute critical HR activities such as processing payroll and administering benefits.

HR needs to handle many things in an organisation including increasing numbers of employees and different HR activities. It became important for many organisations to bring almost all HR activities under

**5. Describe the forms and effects of Grievance.**

##### **Ans. Forms of Grievance**

A grievance may take anyone of the following forms:

* **Factual:** A factual grievance arises when the legitimate needs of employees remain unfulfilled, e.g., wage hike has been agreed but not implemented citing various reasons.
* **Imaginary:** When an employee’s dissatisfaction is not because of any valid reason but because of wrong perception, wrong attitude, or wrong information he has. Such a situation may

**6. Explain the concept of Employee Welfare and the benefits of Employee Welfare.**

**Ans:** Employee welfare means anything done for the comfort and (intellectual or social) improvement of the employees, over and above the wages paid. In simple words, it means “the efforts to make life worth living for workmen.” It includes various services, facilities and amenities provided to employees