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| **SESSION** | **JuL/AUG 2022** |
| **PROGRAM** | **Master of business administration (MBA)** |
| **SEMESTER** | **I** |
| **course CODE & NAME** | **DMBA106 – Human resource MANAGEMENT** |

**Assignment Set – 1st**

**Questions**

**1. Explain the term ‘Recruitment’. Explain the various sources of recruitment.**

**Ans: Recruitment –** Recruitment is the process of seeking and attracting prospective candidates against a vacancy in the organisation.

Recruitment is the process of searching for prospective employees and stimulating them to apply for the jobs in the organisations. It is the process of seeking and attracting a pool of people from which qualified candidates can be chosen for job vacancies. Recruitment, as a process, starts with identification of the need for human resources and ends with getting the

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

**Ans: Elements of a Career Planning Programme** In the previous section, we discussed how to manage career planning. Let us now study the elements of a career planning programme. There are four distinct elements of career planning programme:

* Individual assessment and need analysis
* Organisational assessment and opportunity analysis

**3. Describe Human Resource Planning. Elaborate on the process of Human Resource Planning**

**Ans:** Human resource planning (HRP) is the continuous process of systematic planning ahead to achieve optimum use of an organization's most valuable asset—quality employees. Human resources planning ensures the best fit between employees and jobs while avoiding manpower shortages

**Assignment Set – 2nd**

**Questions**

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

**Ans:** 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

**5. Define ‘Job Analysis’. Elaborate the process of job analysis.**

**Ans: Answer-** Job analysis is the process of determining and recording all the pertinent information about a specific job, including the tasks involved, the knowledge and skill set required to perform the job, the responsibilities attached to the job and abilities required to perform the job successfully. Job analysis is a process to identify and determine in detail the

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

**Ans: Concept of Employee**

Welfare Employee welfare is a comprehensive term including various services, benefits and facilities offered to employees and by the employers. Through such generous fringe benefits the employer makes life worth living for employees.