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| **SESSION** | **aug/sep 2023** |
| **PROGRAM** | **MASTER of business administration (MBA)** |
| **SEMESTER** | **I** |
| **course CODE & NAME** | **dMBA106 – HUMAN RESOURCE MANAGEMENT** |
| **CREDITS** | **4** |
| **nUMBER OF ASSIGNMENTS & Marks** | **02**  **30 Marks each** |

**Assignment Set – 1**

**1. Briefly describe the different roles of HR professional in business. 10**

**Ans 1.**

**Roles of HR Professional in Business**

The roles of Human Resource (HR) professionals have evolved significantly over the years. They have transitioned from mere administrative functions to more strategic roles within the organization. Here are the key roles that HR professionals play in the modern business context:

**Strategic Partner:** HR professionals are actively involved in forming and executing company strategies. They help the company align its human capital with its strategic objectives, ensuring that the right talent is in place to achieve business goals.

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**2. Discuss selection process outcomes and its effect in the selection of candidates. 10**

**Ans 2.**

**Selection Process Outcomes and Its Effect in the Selection of Candidates**

The selection process is crucial to ensuring that the right individuals are chosen for the right positions. The outcomes of a selection process are the results that come from evaluating applicants against the criteria required for the job. These outcomes have a profound effect on the selection of candidates in various ways:

1. **Job-Applicant Fit:** A primary outcome of the selection process is determining how well an applicant's skills, experience, and attributes align with the job's requirements. A successful selection process will accurately measure this fit, ensuring that the candidate can effectively perform the job tasks.

**3. What is succession planning? What are the benefits of having a formal Succession Planning System in an organization? 3+7**

**Ans 3.**

**Succession Planning**

Succession planning is a strategic process wherein organizations identify and develop potential leaders to fill key business leadership positions in the future. It ensures that employees are recruited and developed to fill each key role within the company. Succession planning ensures that businesses continue to run smoothly after the company's most vital people move on to new opportunities, retire, or pass away.

**Benefits of Having a Formal Succession Planning System in an Organization:**

1. **Ensures Business Continuity:** One of the primary benefits of succession planning is ensuring that the organization can continue its operations without disruption even

**Assignment Set – 2**

**4. Describe competency mapping. Discuss the steps involved in competency mapping with a result of job evaluation. 10**

**Ans 4.**

**Competency Mapping**

Competency mapping is a process of identifying key competencies for a particular job role and then using this information to develop job descriptions, performance evaluations, training programs, and other HR processes. Competencies can be understood as a combination of skills, knowledge, attitudes, and other attributes that contribute to job performance. Mapping these competencies helps in understanding the exact requirements of a role, ensuring that the right person is selected, trained, and assessed based on these identified competencies.

**Steps Involved in Competency Mapping with a Result of Job Evaluation:**

1. **Job Analysis:** Begin by thoroughly analyzing the job to understand its primary duties

**5. Define wage and salary. What are the factors for effective wage administration? 3+7**

**Ans 5.**

**Wage and Salary: Definitions**

1. **Wage:** Wages typically refer to the compensation paid to workers on an hourly basis for the services they provide. It's often associated with blue-collar workers, temporary employees, or those who do not have salaried positions. The total amount a worker receives is contingent on the number of hours they work.
2. **Salary:** Salary is a fixed regular payment, typically paid monthly or biweekly but often expressed as an annual sum, made by an employer to an employee. It's not

**6. What is a workplace grievance, and why is it important for organizations to have a structured grievance procedure in place? 5+5**

**Ans 6.**

**Workplace Grievance:**

A workplace grievance is a formal complaint raised by an employee towards an employer within the workplace. It can stem from any perceived injustice, violation, unfair treatment, or dissatisfaction an employee might experience in the course of their employment. Grievances can pertain to a variety of issues, including but not limited to:

* Unfair treatment by supervisors or colleagues.