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| **SESSION** | **February - March 2024** |
| **PROGRAM** | **MASTER OF BUSINESS ADMINISTRATION (MBA)** |
| **SEMESTER** | **III** |
| **course CODE & NAME** | **DHRM-301, MANPOWER PLANNING AND SOURCING** |
| **CREDITS** | **04** |

**Assignment Set – 1st**

**Questions**

**1. Describe the 5 steps in manpower planning and throw some light on the obstacles faced in manpower planning.**

**Ans:**An organization which is understaffed loses on account of economies of scale, loses out on orders, customers and profits. An organization which is overstaffed wastes its money on people who are not productive.

To lay-off people, the company has to shell out severance pay or notice period pay of 3 months, face legal challenges and also political challenges. One of the pitfalls of overstaffing is that when you lay off employees, these employees know a lot about your business and could be absorbed by your competitors. Your competitors may leverage the business

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**2. Demand Forecasting plays an important role in Manpower planning. Justify**

**What are the advantages of Human Resourcing Accounting in modern day business?**

**Ans:Justification of Demand Forecasting in Manpower Planning** Demand forecasting is the process of estimating future demand for products, services, or resources based on historical data, market trends, and other relevant factors.

**In the context of manpower planning, demand forecasting plays a crucial role for several reasons:**

**Optimizing Workforce Allocation:** By accurately predicting future demand for labour, organizations can ensure they have the right number of employees with the necessary skills at

**3. “An HR provides key inputs for Manpower Planning”. Throw some light on this statement.**

**Competency Mapping is an integral part of Manpower Planning. Explain.**

**Ans:**An assessments and organizational goals. By investing in employee training programs, HR helps develop the skills and competencies needed to meet current and future manpower needs.

**Succession Planning:** HR engages in succession planning to ensure continuity in key roles within the organization. By identifying high-potential employees and developing talent

**Assignment Set – 2nd**

**Questions**

**4. Discuss the various Methods of Recruitment. How does “Train to Hire” is an effective method of Recruitment nowadays. Also throw some light on the concept of E-Recruitment.**

**Ans:Methods of Recruitment**

Recruitment is the process of attracting and sourcing qualified candidates to fill open positions within an organization. Various methods are employed to reach potential candidates.

**Some common methods of recruitment include:**

**Internal Recruitment:** Promoting from within the organization by identifying and considering existing employees for open positions. Advantages include cost-effectiveness,

**5. Explain the selection process adopted for selecting the best candidate in detail.**

**Elaborate the important steps to be kept in mind by HR managers while designing an induction program?**

**Ans:**Selection Process for Selecting the Best Candidate The selection process is a series of steps designed to identify and choose the most suitable candidate for a job opening. Each step aims to assess the candidate's qualifications, skills, experience, and fit with the organization's culture and job requirements.

**Here's an overview of the selection process:**

**Initial Screening:** Reviewing resumes, cover letters, and job applications to shortlist

**6. What are the various reasons behind Employee “Turnover”. Explain State the relevance of Talent Engagement and Career Management in Manpower Planning.**

**Ans 6.**

Employee turnover refers to the rate at which an organization gains and loses employees. Understanding the reasons behind turnover is crucial for organizations to maintain a stable, motivated, and skilled workforce.

**Reasons Behind Employee Turnover**

1. **Lack of Career Advancement Opportunities**: Limited opportunities for growth within the organization can lead to frustration among employees who are ambitious and seeking career progression. When employees feel stuck in their current roles