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| **SESSION** | **jul - aug 2024** |
| **PROGRAM** | **MASTER OF BUSINESS ADMINISTRATION (MBA)** |
| **SEMESTER** | **1** |
| **course CODE & NAME** | **DMBA112 Human Resource Management** |
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**Assignment Set – 1**

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

**Ans 1.**

#### Recruitment: Definition and Sources

Recruitment is the process of identifying, attracting, and selecting qualified individuals to fill job vacancies within an organization. It serves as a crucial function in human resource management, ensuring that organizations acquire the talent needed to achieve their objectives. Recruitment involves creating job advertisements, sourcing candidates, screening applications, and conducting interviews. This process is integral to organizational growth and success, as it directly influences employee quality and organizational performance.

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**2. Explain the concept of succession planning. State the advantages that a structured Succession Planning System brings to an organization.**

**Ans 2.**

#### Concept of Succession Planning

Succession planning is a proactive strategy for identifying and developing future leaders or key individuals within an organization to ensure business continuity and stability. It involves recognizing high-potential employees, grooming them through training and mentoring, and preparing them to assume critical roles when the need arises. Succession planning is not limited to top-level management but also extends to other crucial positions vital for the organization’s success.

This systematic approach mitigates risks associated with unexpected vacancies and ensures a

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

#### Ans 3.

#### Concept of Human Resource Planning

Human Resource Planning (HRP) is the strategic process of forecasting an organization's future human resource needs and developing plans to ensure those needs are met. It bridges the gap between an organization's workforce demand and supply, ensuring the availability of the right number and type of employees to achieve business objectives. HRP plays a critical role in aligning human resources with organizational goals, adapting to changing market conditions, and maintaining competitiveness.

HRP is not a one-time activity; it is a continuous process that evolves with the organization. It

**Assignment Set – 2**

**4. Describe the concept of Competency and its linkage to various HR systems.**

#### Ans 4.

#### Concept of Competency

Competency refers to the combination of knowledge, skills, abilities, and behaviors that an individual must possess to perform a specific job effectively. It goes beyond technical expertise, encompassing personal attributes such as communication, adaptability, and teamwork. Competencies can be classified into two main categories:

**Core Competencies**: These are essential skills and traits required for all employees within an organization, such as teamwork, problem-solving, and communication.

**Functional or Technical Competencies**: These are specific to a role or job function, such as

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

**Ans 5.**

#### Definition of Job Analysis

Job analysis is the systematic process of gathering, documenting, and analyzing information about a job's responsibilities, duties, and requirements. It provides a detailed understanding of what a job entails and the skills, knowledge, and abilities required to perform it effectively. Job analysis is a cornerstone of various HR functions, including recruitment, training, performance evaluation, and compensation planning.

The primary objective of job analysis is to create a clear and comprehensive job description

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

**Ans 6.**

**Concept of Employee Welfare**

Employee welfare refers to the comprehensive set of programs, policies, and practices implemented by organizations to ensure the well-being, satisfaction, and overall quality of life of their employees. These initiatives extend beyond the basic salary and working conditions, aiming to enhance the physical, mental, and social well-being of employees. Welfare measures reflect an organization’s commitment to its workforce and help foster a positive work