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| **SESSION** | **JULY-AUGUST 2024** |
| **PROGRAM** | **BACHELOR OF COMMERCE (B.COM)** |
| **SEMESTER** | **IV** |
| **COURSE CODE & NAME** | **DCM2205 HUMAN RESOURCE MANAGEMENT** |
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**Set – 1**

**1. Define Human Resource Management. Highlight its features.**

**Ans 1.**

**Definition and Features of Human Resource Management**

Human Resource Management (HRM) refers to the strategic approach to managing people within an organization to achieve its goals and enhance employee performance. It involves recruitment, training, development, compensation, and ensuring the well-being of employees while aligning their individual objectives with the organization's mission. HRM is a vital function that fosters a productive work environment, motivates employees, and ensures compliance with labor laws and regulations.

HRM is defined as the process of planning, organizing, directing, and controlling an

th employee satisfaction and organizational success.

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**2. Explain the concept of Job Design. Identify the techniques used for Job Design.**

**Ans 2.**

**Concept of Job Design and Techniques Used**

**Job design** refers to the process of organizing tasks, duties, and responsibilities into a structured work profile to optimize employee performance and job satisfaction. It involves determining how a job should be performed, who should perform it, and under what conditions. Effective job design balances organizational needs with employee capabilities, promoting efficiency and engagement. It considers factors such as the nature of the work, required skills, work environment, and individual preferences to ensure that the job contributes to both

**3. Discuss the concept of Recruitment. Discuss its importance for an organization.**

**Ans 3.**

**Recruitment** is the process of identifying, attracting, and selecting suitable candidates to fill job vacancies within an organization. It is the first step in building a capable workforce and involves sourcing potential candidates from both internal and external talent pools. Recruitment is a critical function of human resource management, ensuring that the organization has the right people in the right roles to achieve its strategic objectives.

The recruitment process typically includes understanding job requirements, advertising

**Set – 2**

**4. Define ‘Performance Appraisal’. Discuss the methods of ‘Performance Appraisal’ in detail.**

**Ans 4.**

**Performance Appraisal** refers to the systematic evaluation of an employee's job performance and contributions to the organization over a specific period. It assesses various aspects such as productivity, skills, behavior, and goal achievement, providing a basis for decisions related to promotions, rewards, training, or even termination. Performance appraisal is a critical component of performance management, aimed at enhancing employee development and

**5. Define Human Resource Planning. Elaborate the factors affecting Human Resource Planning.**

**Ans 5.**

**Human Resource Planning (HRP)** is the process of forecasting and strategizing to ensure that an organization has the right number of employees with the necessary skills, at the right place and time, to achieve its objectives. It involves analyzing current workforce capabilities, predicting future workforce requirements, and formulating strategies to bridge the gap between the two. HRP is essential for optimizing human resources, reducing workforce-related risks, and ensuring organizational success.

HRP focuses on aligning workforce strategies with organizational goals, considering both

**6. Explain the concept of Induction, highlighting its need.**

**Ans 6.**

**Induction**

Induction, also known as orientation, is the process of introducing new employees to an organization, its culture, policies, and working environment. It is a systematic program designed to help newcomers integrate smoothly into the organization by familiarizing them with their roles, colleagues, and the organization’s expectations. The induction process begins on the first day of employment and may extend over several weeks, depending on the