TS-7: HUMAN RESOURCE DEVELOPMENT
(TUTOR MARKED ASSIGNMENT)

Course Code: TS-7
Total Marks: 100   **Assignment Code: TS-7/BHM/2019-20**

Note: Attempt any five in about 500 words.
Each question carries 20 marks.
Send your TMA to the Coordinator of your Study Centre.

1. Write a detailed note on Human Resource Information Systems (HRIS) highlighting the approaches for an effective HRIS.   **20**

2. Discuss the concept of Job Evaluation. Also, explain any two methods of Job evaluation.
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3. What are the characteristics of Personnel Management? Discuss the functions of personnel management.   **20**

4. Discuss the importance of interview as a selection tool. Support your answer with the help of suitable examples.   **20**

5. Write short notes on the following: **4 X 5 = 20**
   i. Uses of task analysis
   ii. Induction Process
   iii. Maslow's Theory
   iv. Performance Appraisal

6. What is the need for staff training? What are the various methods of training commonly used in the tourism and hospitality industry?   **20**

7. Discuss the importance of Employee Motivation for the purpose of Job enrichment and Productivity. Support your answer with suitable examples from the service industry.   **20**

8. What is the need of Career Planning? Discuss the steps of Career Planning Process.   **20**

9. Discuss the Aims, Principles and Components of Salary Administration. What is the process of evolving a salary structure? Explain with help of examples.   **20**

10. Differentiate between the following: **4 x 5 = 20**
    i.   Job analysis and Job Description
    ii. Recruitment and Selection Employee
    iii. Counselling and Employee Motivation
    iv. Retrenchment and Lay off