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

Course Code: TS-7
Total Marks: 100   **Assignment Code: TS-7/BHM/2018-19**

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

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1. What do you understand by the term Human Resource Planning? Explain the need for human resource planning in the service industry with the help of relevant examples. **20**

2. What is the difference between man power demand and supply forecasting? Discuss the methods of manpower supply forecasting. **20**

3. What is the linkage between the Job Evaluation, Job Analysis, and Job Description? What are the methods of job evaluations? Explain any one in detail. **20**

4. Define Task Analysis. Discuss the steps involved in Task Analysis. **20**

5. Write short notes on the following: **4 X 5 = 20**
    i.   Methods of Recruitment
    ii. Personnel Manager's Role
    iii. Career Planning
    iv. Salary Administration

6. What do you understand by Motivation? What are the types of motivation? How can a manager create a motivational climate in the organisation? **20**

7. Define counselling. Discuss the need and functions of Employee Counselling. **20**

8. What is meant by Grievance? How are Grievances processed and handled? **20**

9. Explain the need of transfer, promotion and reward policy? Substantiate your answer with suitable examples **20**

10. Write short notes on any two: **2 x 10 = 20**
    i.   Human Resource Accounting
    ii. Significance of Career Planning
    iii. Methods of Performance Appraisal