***Please read the below instructions carefully before proceeding further:***

* You are instructed to download the IA Question Paper, prepare the answers (Soft Copy), and submit them through the Learning Management System (LMS) Portal
* Average of both assignments’ marks scored by you will be considered as Internal Assessment Marks.
* **Answers for 10-mark questions should be approximately 400-500 words.**
* Completed assignments must be typed and formatted neatly and soft copies should be uploaded on or before the submission cut-off date.
* Follow the assignment format and complete all the details for each assignment individually. Ensure that you answer all questions according to the marks allocated (not more than 400-500 words for a 10-mark question). The total page limit shall not exceed 12 pages of A-4 size.
* **Assignment submissions are accepted only in .pdf format.**
* Please finalize your response for an assignment before submission. Only ONE submission is allowed per assignment.
* Please restrict the assignment document size to <2 MB. Avoid inserting images of very high resolution into the document to remain within the size limit. The assignment response document should NOT contain color images or highlighting of text content.
* **Content that has been directly copied from the Internet/SLM and Assignments that have been copied and shared among students will be automatically rejected and disqualified.**
* Upon successful submission of IA in LMS, you can verify using the preview tab the document submitted against each subject. In case the file submitted has been corrupted or the wrong document submitted, it will not be considered for evaluation
* If your assignment submission file is on a pen drive, please copy the files to the system's local drive and then upload IA.
* Assignments must be typed as per the following instructions: On the Front page, The name of the learner in Capital Letters with Roll Number, Program, Semester, Course Name, and Code. Also, maintain a 1-inch margin on all sides and use Times New Roman font with the size of 12 and the document to be aligned with Justified.
* If the learner submits the wrong assignment or wants to resubmit, it can be done on or before the cut-off date, and the last submission will be considered for evaluation.

**ASSIGNMENT**

|  |  |
| --- | --- |
| **SESSION** | **aug/sep 2023** |
| **PROGRAM** | **MASTER of business administration (MBA)** |
| **SEMESTER** | **I** |
| **course CODE & NAME** | **dMBA106 – HUMAN RESOURCE MANAGEMENT** |
| **CREDITS**  | **4** |
| **nUMBER OF ASSIGNMENTS & Marks** | **02****30 Marks each** |

**Note:** Answer all questions. Kindly note that answers for 10 marks questions should be approximately of 400 - 450 words. Each question is followed by evaluation scheme.

|  |  |  |  |
| --- | --- | --- | --- |
| **Q.No** | **Assignment Set – 1****Questions** | **Marks** | **Total Marks** |
|  | ***Briefly describe the different roles of HR professional in business.*** | **10** | **10** |
|  | ***Discuss selection process outcomes and its effect in the selection of candidates.*** | **10** | **10** |
|  | ***What is succession planning? What are the benefits of having a formal Succession Planning System in an organization?*** | **3+7** | **10** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Q.No** | **Assignment Set – 2** **Questions** | **Marks** | **Total Marks** |
|  | ***Describe competency mapping. Discuss the steps involved in competency mapping with a result of job evaluation.*** | **10** | **10** |
|  | ***Define wage and salary. What are the factors for effective wage administration?*** | **3+7** | **10** |
|  | ***What is a workplace grievance, and why is it important for organizations to have a structured grievance procedure in place?*** | **5+5** | **10** |