

**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.

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