

Student Name: KAVITHA . J.

Enrollment Number: 1234567891

Course Name: Human Resource Management

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THEORY PAPER **Rejected/Not** **Allowed.**

Reasons for Rejection:

1. PAPER REQUIREMENTS:

The document must be on pure white A4 size J K Bond Type paper with a minimum of 70 GSM.

2. PAPER COLOUR: The current greyish colour makes it challenging to read after scanning.

3. REVERSE SIDE NO WRITING: Writing on the reverse side of the sheet affects CLARITY. Please write on one side of the sheet only.

Ans:

3. Enume

1. Job E

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Vertical

a job to make it a more rewarding experience for the person who is performing the job. The job becomes enriched when it permits the job holder to gain new skills and exhibit his efficiency in performing the same.

2. Job Rotation:

Job Rotation means the movement of an employee from one job to another". Job rotation

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Reg: 1234567891

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allows the employee to do different kinds of jobs in order to avoid monotony and also to make them proficient enough to learn various skills required by different jobs.

Employees are offered a wide range of skills and hence management gives more flexibility in scheduling the work and adapting the dynamics of the work environment.

3. Job Enlargement:

Job Enlargement refers to the expansion of the number of tasks performed by an employee in a job. An enlargement of job is highly motivating for an individual employee because of the task variety that is offered to an employee which reduces his monotony.

4. Job Engineering:

It refers to the "task performed methods to be used workflow among employees, the layout of the workplace, performance & standards, interdependencies among people and machine". "Specialization of Labor" would be the key element of Job engineering:

Conclusion:

There are various techniques of job design. Companies approaching to design work that fosters a progressive work environment and healthy living.

4. Explain the various E-HRM activities that can be implemented in an organisation?

Ans: Introduction:

E-HRM is the strategic planning, actualization and use of information technology for networking and for assisting at least two different individual or group of individuals in the joint performance of HR activities.

The various EHRM activities are as follows:

1. E-Recruitment:

Online hiring has become a popular and accessible means of hiring nowadays. The act of finding applicants online is what is meant by the terms "e-recruitment" or "online recruiting". A strong E-recruitment strategy can boost the effectiveness of the hiring process.

2. E-Selection:

E-Selection is a procedure involving online tests, in-person interviews, and job offers. The majority of firms employ e-selection to accomplish specific goals including cost reduction, optimum human resource utilization and sustainability.

3. E-selection learning:

It is a procedure involving the delivery of teaching to learners who have access to a browser from any location, at any time, via the internet or company intranet. Learning portals, organisations must take into account a few procedural needs.

4. E-performance monitoring:

Performance monitoring is also referred as "E-performance management". Performance reviews will now be simpler than ever thanks to this web-based application. It may be integrated with a module for employee position descriptions, enabling managers to extract information from the job description of an employee and include it in the evaluation.

5. E-Compensation:

A company can "collect, store, alter, analyse, utilize and distribute compensation data and information" by using a variety of tools known as "e-compensation", which are web enabled. This enables the person to use an internet browser from anywhere on the planet to access electronically distributed compensation software, database and analytical tools.

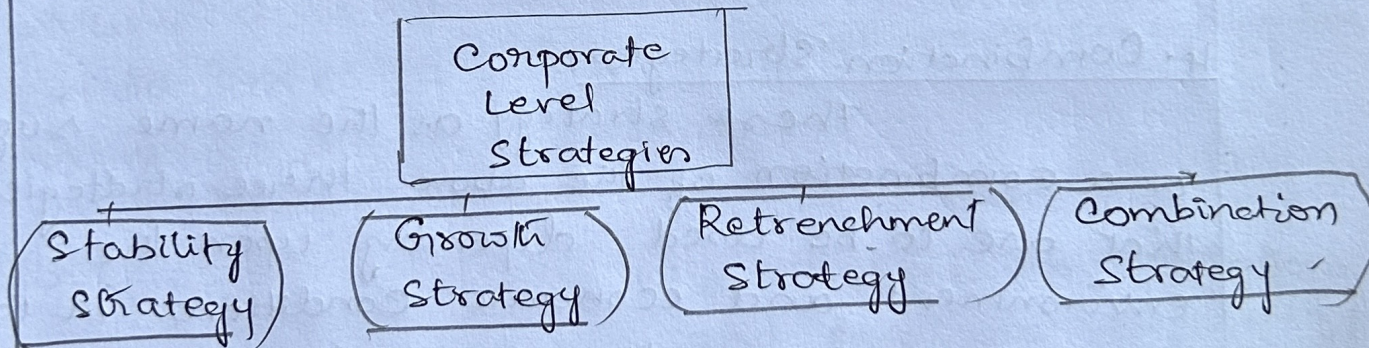
Conclusion:

E-Human Resource Management is a vital area, dealing with all employees of different virtues quickly and effectively. HR manager shoulder a great responsibility of communicating all the policies and procedures to both internal & external employees who want to be part of the organisation.

2. Corporate Level strategies are the strategies that are designed by the highest level of hierarchy in an organisation which is the top management?

Ans: Introduction:

Corporate-level strategies are the strategies that are designed by the highest level of hierarchy in an organization which is the top management. Their strategies are oriented towards addressing the question of "How we shall do the business and what business we shall be doing?" Corporate-level strategies are generally categorized into four categories:



Stability Strategy:

It aims at maintaining the status quo of existing activities in an organisation without making any significant change. They foster an environment that helps in the sustainable growth of the organisation and are usually done for a short time frame. The Stability Strategy are generally not advisable for long-term.

2. Growth Strategies :

Its aims to take advantages of the growth curve and see that there is an increase in the availability of resources that ultimately leads to higher profitability of the organisation.

3. Retrenchment Strategies :

These are defensive as a strategy. The focus is on cost-cutting to maintain the financial stability of an organisation. Turnaround strategies, disinvestment, and liquidation are the core concepts of retrenchment strategies.

4. Combination Strategies :

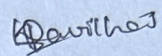
These strategy as the name suggest is a combination of the above three strategies that are to be used depending upon the environment and economic conditions in which the business organisation functions -

Conclusion :

Strategy that are going to be developed at the department level or functional level must be considered with the SBU level strategy and they are referred to as functional level strategy.

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6. Write a short notes on :

BARS

MBO

Forced Distribution method

Graphic Rating Method.

Ans: BARS : Behaviourally Anchored Scales Rating.

BARS are subclass of conventional rating scales that uses behaviour "statements" as a point of reference rather than the general descriptors that are generally found on these scales. The BARS method of performance evaluation gathers data by comparing an employee's performance to instance of conduct that are given a number rating.

MBO :

The MBO process is characterized as a collaboration between superiors and employees to identify shared objectives. The employees determine the actions to be taken, the standards to be used as the basis for judging their performance and contribution and the goals to be attained.

Forced distribution Method :

This ranking requires raters to assign a specific percentage of ratings to particular categories or percentiles (such as superior, above average or average)

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Performance appraisal design and format have an impact on both the number of categories and the proportion of employees assigned to each categories.

• Graphic Rating Method:

This method evaluates an employee's quality and quantity of work using a graphic scale that shows various degrees of a specific feature. Both the employee's personal traits and variables relevant to their performance at work are taken into account. For instance, the range of evaluations for a trait like job knowledge could be ordinary, above average, outstanding or poor.

Ans. 1. I. Managerial Functions:

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1. Planning:

It refers to pertaining to formulating strategies for personal programs and changes in advance that will contribute to the organisation's goals. It is also inclusive of various forecasting programs for an organisation.

2. Organizing:

From the point of view of human Resource management organisation essentially requires carrying out a course of action. Since manpower planning and human relations involves complex relationships that exist between the various department and people organising plays a vital role in HRM.

3. Directing:

After planning and organizing the next logical sequence of operation would be directing. The major functions of a personnel department at any level would be to motivate command and lead the people toward the organization's goals.

4. Controlling:

Controlling comes into existence after planning and organizing Human Resource activities. It involves verification and comparison of work done with plans that have been made, identification of the deviations if any, and correction of such if the situation call for it.

11. Operative Functions:

1. Employment:

The primary function of HRM from an operating point of view refers to the employment of people for different requirements of the organization. Employment refers to all the activities right from manpower planning, job analysis, recruitment, selection, placement, induction, orientation and internal mobility.

2. Human Resource Development:

Once the employees are recruited to the organization, there has to be constant thrust in improvising the quality of employees concerning skill development, creative abilities, aptitude, attitude etc.

3. Compensation & reward:

This refers to the process of providing equitable and fair remuneration to the employees. Compensation does not refer only to monetary rewards, but it also includes various other factors such as fringe benefits, welfare activities and social security measures.

4. Human relations and Industrial relations:

Human relations policies and programs help in building better human relations in the process of employee development and interactions among employees create a sense of the relationship between the workers and the management.

5. Recent Trends in HR

There has been a continuous quest to transform the nature of work from the old school management which treat employees like machines to a more recent approach that focus on human relations & values.