ASSIGNMENT

DRIVE	FALL 2013
Program/Semester	MBADS – (SEM 3/SEM 5) / MBAN2 / MBAFLEX – (SEM 3) PGDHRMN – (SEM 1)
Subject code & name	MU0012 – Employee Relations Management
Credit	4
Book ID	B1734
Max. Marks	60

Note: Each question is followed by evaluation scheme. Answer all questions

Q. No	Questions	Marks	Total Marks
1	**Employee relations management (ERM) is all about management of relationship with employees in an organisation. Explain the features and importance of this ERM.**		
A	Features of ERM	5	10
	Importance of ERM	5	
2	**What are the various types of communication? Explain the importance of organisational communication. What are the methods to improve communication?**		
A	Types of communication	4	10
	Importance of organisational communication	3	
	Methods to improve communication	3	
3	**Human Resource Information System (HRIS) helps organisations to carry out their HR administrative functions in an effective manner. What are the important features that makes a good HRIS? Mention some common applications of HRIS.**		
A	Important features that makes a good HRIS	7	10
	Common applications of HRIS	3	
4	**What are the objectives of organisational discipline? List the types of disciplinary problems. Explain the steps of disciplinary procedures commonly followed in many organisations.**		
A	Objectives of organisational discipline	3	10
	Listing the types of disciplinary problems	2	
	Steps of disciplinary procedures	5	
5	**What is trade union and what are its objectives? Describe trade unions in India.**		

	Meaning of trade union	2	10
	Objectives of trade union	2	
	Trade Unions in India	6	
6	**Write a brief note on the following Acts:** **(i) Factories Act, 1948** **(ii) Industrial Disputes Act, 1947**		10
A	Factories Act, 1948	5	
	Industrial Disputes Act, 1947	5	

ASSIGNMENT

DRIVE	FALL 2013
Program/Semester	MBADS – (SEM 3/SEM 5) / MBAN2 / MBAFLEX – (SEM 3) PGDHRMN – (SEM 1)
Subject code & name	MU0013: HR AUDIT
Credit	4
Book ID	B1735
Max. Marks	60

Note: Each question is followed by evaluation scheme. Answer all questions

Q. No	Questions	Marks	Total Marks
1	**Define Human Resource (HR) Audit. Explain the need for HR Audit. What are the benefits of HR Audit?**		
A	Definition of HR Audit Need for HR Audit Benefits of HR Audit	2 4 4	10
2	**Write short notes on the following:** **(i) Audit for HR Planning** **(ii) Audit for HR Climate**		
A	(i) Audit for HR Planning (ii) Audit for HR Climate	5 5	10
3	**What is HR Scorecard? Explain the reasons for designing & implementing HR Scorecard framework.**		
A	Meaning of HR Scorecard Reasons for designing & implementing HR Scorecard framework.	2 8	10
4	**What is meant by 'Competency mapping'? Explain the various competencies and the associated behavioural aspects.**		
A	Meaning of competency mapping Explanation of various competencies and behavioral aspects	3 7	10
5	**Write a brief note on effectiveness of Human Resource Development Audit as an intervention.**		
A	Effectiveness of Human Resource Development Audit as an intervention.	10	10
6	**Describe the rationale behind human resource valuation and auditing.**		
A	Description of rationale behind human resource valuation and auditing	10	10

ASSIGNMENT

DRIVE	FALL 2013
PROGRAM/SEMESTER	MBADS / MBAN2 / MBAHCSN3 / MBAFLEX – (SEM 3) PGDENMN /PGDFMN/ PGDHRMN / PGDHSMN / PGDIB / PGDISMN / PGDMMN / PGDOMN / PGDPMN / PGDROMN / PGDSCMN / PGDTQMN – (SEM 1)
SUBJECT CODE & NAME	MB0051 –LEGAL ASPECTS OF BUSINESS
BK ID	B1725
CREDIT & MARKS	4 CREDITS, 60 MARKS

Q.No	Questions	Marks	Total Marks
1	**Write short notes with examples:** **a) Offer and acceptance** **b) Capacity to contract**		
A	Offer and acceptance with examples Capacity to contract with examples	5 5	10
2	**Discuss the rights and liabilities of a surety.**		
A	Rights Liabilities	5 5	10
3	**How is an agency formed? Discuss the classification of agents.**		
A	Formation of agency Classification of agents	5 5	10
4	**Discuss the registration of firm under section 58 of Indian Partnership Act, 1932. Explain what partnership deed is.**		
A	Registration of firm Partnership deed	4 6	10
5	**What do you mean by negotiable instruments? What are the various types of negotiable instruments recognized by the negotiable instruments act, 1881?**		
A	Meaning types	3 7	10
6	**Who is a consumer? Examine the rights of a consumer enshrined under the consumer protection act, 1986.**		
A	Definition of consumer	3	10

	Rights of consumers	7	

*A-Answer

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

ASSIGNMENT

DRIVE	FALL 2013
PROGRAM/SEMESTER	MBADS / MBAN2 / MBAHCSN3 / MBAFLEX – (SEM 3) PGDENMN /PGDFMN/ PGDHRMN / PGDHSMN / PGDIB / PGDISMN / PGDMMN / PGDOMN / PGDPMN / PGDROMN / PGDSCMN / PGDTQMN – (SEM 1)
SUBJECT CODE & NAME	MB0050 RESEARCH METHODOLOGY
BK ID	B1700
CREDITS	4
MARKS	60

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

Q.No	Criteria	Marks	Total Marks
1	Research is a sequential method of enquiry, directed towards a clear implicit or explicit objective. Describe in detail the steps to be carried out in a typical research study.		
	Meaning of Research	2	10
	Listing the steps	2	
	Explanation of the steps in a research study	6	
2	Exploratory research designs are the simplest and most loosely structured research designs. Explain the methods that can be used in an Exploratory research design.		
	Meaning of Exploratory research design	2	10
	Methods and techniques	2	
	Explanation of the methods and techniques	6	
3	The choice of the measurement scale has implications for the statistical technique to be used for data analysis. Discuss the types of measurement scales with examples.		
	Meaning of Measurement scales	2	10
	Types of Measurement scales	5	
	Examples	3	

4	Explain the following: (a) Formalized and unconcealed questionnaire (b) Formalized and concealed questionnaire (c) Non-formalized and unconcealed questionnaire (d) Non-formalized and concealed questionnaire		
	Meaning of Questionnaire	2	10
	Explanation of Formalized and unconcealed questionnaire	2	
	Explanation of Formalized and concealed questionnaire	2	
	Explanation of Non-formalized and unconcealed questionnaire	2	
	Explanation of Non-formalized and concealed questionnaire	2	
5	a. Briefly explain the steps in Hypothesis testing. b. It is known form past studies that the monthly average household expenditure on the food items in a locality is Rs. 2700 with a standard deviation of Rs. 160. An economist took a random sample of 25 households from the locality and found their monthly household expenditure on food item to be Rs. 2790. At 0.01 level of significance, can we conclude that the average household expenditure on the food items is greater than Rs. 2700?		
	Steps in Hypothesis testing	5	10
	Formula/ Calculation/ Solution to the problem	5	
6	Explain the Structure of the Research Report. What are the guidelines for effective report writing?		
	Explanation of the Structure of the Research Report	5	10
	Guidelines for effective report writing	5	

Manipal
INSPIRED BY LIFE

ASSIGNMENT

DRIVE	FALL 2013
Program	**Master of Business Administration- MBA**
Semester	**3**
Subject code & name	**MU0010 – Manpower Planning and Resourcing**
Credit	**4**
Book ID	**B1765**
Max. Marks	**60**

Note: Each question is followed by evaluation scheme. Answer all Questions.

Q. No	Questions	Marks	Total Marks
1	**Define the term 'manpower planning'. Explain the need for manpower planning. What are the advantages of manpower planning?**		
A	Definition of manpower planning	3	10
	Need for manpower planning	3	
	Advantages of manpower planning	4	
2	**What do you mean by manpower forecasting? Why is it necessary? Explain the types of manpower forecasting.**		
A	Meaning of manpower planning	2	10
	Necessity of forecasting	2	
	Explanation of the types of manpower forecasting	6	
3	**The latest trend in recruitment is the 'E-Recruitment'. Write a brief note on this 'E-recruitment'**		
A	Meaning and example of e-recruitment	2	10
	Kinds of e-recruitment	2	
	Online recruitment techniques	3	
	Advantages and disadvantages	3	
4	**Explain the necessity and types of induction.**		
A	Necessity of induction	3	10
	Types of induction	7	
5	**Define talent engagement. Why is it important? What are the driving factors of talent engagement?**		

A	Definition of talent engagement	4	10
	Importance of talent engagement	3	
	Driving factors of talent engagement	3	
6	**Many organisations closely observe the employee exits and are managing the exit process professionally in order to reduce the employee turnover. Describe such employee exit process and operational responsibilities. Differentiate between exit surveys and exit interviews.**		
A	Explanation of employee exit process	3	10
	Operational responsibilities in exit process	3	
	Difference between exit surveys and exit interviews	4	

ASSIGNMENT

DRIVE	FALL 2013
Program	Master of Business Administration- MBA
Semester	3
Subject code & name	MU0011 – Management and Organisational Development
Credit	4
Book ID	B1726
Max. Marks	60

Note: Each question is followed by evaluation scheme. Answer all questions

Q. No	Questions	Marks	Total Marks
1	**Define organisational development. What are the assumptions of Organisational Development?**		
A	Definition of OD	2	10
	Assumptions of OD	8	
2	**Describe the following theories of planned change: 'Lewin's change model' and 'Action research model'**		
A	Lewin's change model	5	10
	Action research model	5	
3	**Describe the components of OD programs and the OD program phase**		
A	Components of OD programs	6	10
	OD program phase	4	
4	**What are the ethical dilemmas in practicing OD?**		
A	Meaning of Ethical dilemma	2	10
	Explanation of various ethical dilemmas	8	
5	**Define the term downsizing. List the types of downsizing. Explain the significance, misconceptions and effects of downsizing.**		
A	Definition of downsizing	2	10

	Listing the types of downsizing	2	
	Significance of downsizing	2	
	Misconceptions	2	
	Effects of downsizing	2	
6	**Organisational learning is an area of knowledge within organisational theory that studies models and theories about the way an organisation learns and adapts. Describe the seven steps of initiating such 'organisational learning'.**		10
A	Description of the seven steps of initiating 'organisational learning'.	10	