

## **MPUB 203- Personnel Administration and HRM**

**Course Code: MPUB 203**

**Note: This assignment consists of four questions. You must answer a total of two questions in every assignment in about 1000-1500 words.**

We expect you to attempt each question in logical manner in **own hand-writing**. You may attempt question in English or Hindi.

**नोट: इस असाइनमेंट में चार प्रश्न हैं। आपको कुल दो प्रश्नों का उत्तर लगभग 1000-1500 शब्दों में देना होगा। हम आपसे अपेक्षा करते हैं कि आप प्रत्येक प्रश्न को अपनी हस्तलिपि में तार्किक ढंग से हल करें। आप अंग्रेजी या हिंदी में प्रश्न का प्रयास कर सकते हैं।**

### **Assignment-1**

**Marks: 07 (3.5\*2)**

- Q.1. What is Personnel Administration? Describe its meaning, scope and significance.
- Q.2. What is Human Resource Management and Development? Describe its meaning, nature, scope, and objectives.
- Q.3. Describe the evolution of Human Resource Management (HRM). What are its objectives, nature, and scope?
- Q.4. Discuss the elements and significance of Human Resource Management.

### **Assignment-2**

**Marks: 07 (3.5\*2)**

- Q.1 Define classification. What is the difference between Position Classification and Rank Classification.
- Q.2. Define Recruitment? Discuss the various methods of recruitment.
- Q.3. Discuss Training in civil services in India. What are the objectives, types and methods of Training in India?
- Q.4. Discuss the concept of Promotion in Civil Services Explain the Performance Appraisal System in India.

### **Assignment-3**

**Marks: 06 (3\*2))**

- Q.1 Explain the Discipline in civil services in India. Discuss the types and causes on indiscipline.
- Q.2. Explain employer-employee relation in India. Explain the institutional arrangement for settlement of grievances of employees in India.
- Q.3. Discuss the concepts of Neutrality, Anonymity, and Commitment in Civil Servants.
- Q.4 Discuss in details the administrative reforms since 1947.

