

MS-21

Management Programme

**ASSIGNMENT
FIRST SEMESTER
2010**

MS-21: Social processes and behavioural issues



**School of Management Studies
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI-110 068**

ASSIGNMENT

Course Code	:	MS-21
Course Title	:	Social processes and behavioural Issues
Assignment Code	:	MS-21/SEM-I/2010
Coverage	:	All Blocks

Note: Please attempt all the questions and send it to the Coordinator of the study center you are attached with

1. What do you Understand by the term Values? How do values shape the behavior and attitude of an individual? Explain how values play an important role in an organization you are familiar with. Briefly describe the organization you are referring to.
2. Describe the technique of organizational behavior modification. How can you differentiate between behavior modification and Socialization process? Illustrate the importance of Behavior Modification with reference to an organization.
3. Discuss the Salient features of Counseling. Describe the Counseling provisions and arrangements in any organization you are familiar with. Identify the strengths and weaknesses in that organization. Briefly describe the organization you are referring to.
4. Distinguish between groups and teams. Discuss the process of building an effective team in an organization you are familiar with. Briefly describe the organization you are referring to.
5. Distinguish between power, authority and influence. Discuss the sources of power and it's implications in the organization you are working in or you are familiar with. Briefly describe the organization you are referring to.

MS-22

Management Programme

**ASSIGNMENT
FIRST SEMESTER
2010**

MS-22: Human Resource Development



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ASSIGNMENT

Course Code	:	MS-22
Course Title	:	Human Resource Development
Assignment Code	:	MS-22/SEM-I/2010
Coverage	:	All Blocks

Note: Please attempt all the questions and send it to the Coordinator of the study center you are attached with

1. Explain the concept of Human Resource Development (HRD). Describe the functions of HRD system and sub –systems. Describe the role of HRD in an organization you are familiar with. Briefly describe the organization you are referring to.
2. Discuss the concept and directives of coaching and mentoring. Describe how coaching and mentoring are useful in employee development citing suitable examples from an organization you are familiar with. Briefly describe the organization you are referring to.
3. Define Organizational Development (OD). Describe the phases of organizational Development with reference to an organization you re familiar with. Briefly describe the organization you are referring to.
4. Make a comparison of HRD practices between voluntary organizations and an organization you are working in or familiar with. List out the differences and mention the reasons for it. Briefly describe the organization you are referring to.
5. Describe different steps involved in bringing change in the mindset in an organization you are familiar with. Briefly explain how resistance was managed. Describe the organization you are referring to.

MS-23

Management Programme

**ASSIGNMENT
FIRST SEMESTER
2010**

MS-23: Human Resource Planning



**School of Management Studies
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ASSIGNMENT

Course Code	:	MS-23
Course Title	:	Human Resource Planning
Assignment Code	:	MS-23/SEM-I/2010
Coverage	:	All Blocks

Note: Please attempt all the questions and send it to the Coordinator of the study center you are attached with

1. Describe the various forecasting techniques and how these techniques are being used in human resource planning. Discuss the techniques which have been used in an organization you are familiar with. Briefly describe the organization you are referring to.
2. Explain the various approaches to changing roles. Discuss the factors contributing to role changes in any organization you are familiar with. Briefly describe the organization you are referring to.
3. Describe the selection and placement process of any organization you are familiar with. Discuss the retention policy of the organization. Briefly describe the organization you are referring to.
4. Explain the concept of HR Audit. Describe the Auditing process of your organization or any organization you are familiar with. Distinguish between HR Audit and Financial Audit. Briefly describe the organization you are referring to.
5. Discuss the forecasting demand for employees, Describe the factors that influence demand forecasting process in any organization you are familiar with. Briefly describe the organization you are referring to.

MS-24

Management Programme

**ASSIGNMENT
FIRST SEMESTER
2010**

MS-24: Employment Relations



**School of Management Studies
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
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ASSIGNMENT

Course Code	:	MS-24
Course Title	:	Employment Relations
Assignment Code	:	MS-24/SEM-I/2010
Coverage	:	All Blocks

Note: Please attempt all the questions and send it to the Coordinator of the study center you are attached with

1. Explain the Industrial Relations in India. Discuss the current development in the field of Industrial Relations in any organization you are familiar with. Briefly describe the organization you are referring to.
2. Discuss the development of Trade Union in India. Describe the functions of Trade Union of any organization you are acquainted with. Briefly describe the organization you are referring to.
3. Explain the approaches of collective bargaining. Illustrate process of collective bargaining of your organization or any organization you are familiar with and comment on it. Briefly describe the organization you are referring to.
4. Discuss the historical development of workers participation in Management. Describe the models in workers participation which are being used in an organization you are acquainted with. Explain with examples. Briefly describe the organization you are referring to.
5. Describe the meaning and Procedure of grievance. Discuss various approaches to grievance resolution. In your opinion which approach is most effective and why? Explain with help of suitable examples.