

MS - 23

Management Programme

ASSIGNMENT
For
January 2023 and July 2023 Sessions

MS - 23: Human Resource Planning

**(Last date of submission for January 2023 session is 30th April, 2023
and for July 2023 sessions is 31st October, 2023)**



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

ASSIGNMENT

Course Code	:	MS - 23
Course Title	:	Human Resource Planning
Assignment Code	:	MS - 23/TMA/JAN/2023
Coverage	:	All Blocks

Note: Attempt all the questions and submit this assignment to the coordinator of your study centre. Last date of submission for January 2023 session is 30th April, 2023 and for July 2023 session is 31st October, 2023.

1. Explain the review process of human resource planning. Discuss how it balances the competing and conflicting elements. Describe the job evaluation methods citing examples.
2. Define role description and explain the uses of role descriptions. Cite suitable examples.
3. What is orientation? What is an orientation kit? Identify the importance of orientation and tell how you would orient a new management trainee? Illustrate.
4. Explain various approaches to managing information at the macro and micro level of an organisation.
5. Explain the need, purpose and the scope of the HR Audit. Discuss the similarities and differences between the HR Audit and Financial Audit citing examples.