

MS-2

## **Management Programme**

**ASSIGNMENT  
SECOND SEMESTER  
2017**

**MS – 2: Management of Human Resources**



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

## ASSIGNMENT

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|------------------------|----------|--------------------------------------|
| <b>Course Code</b>     | <b>:</b> | <b>MS - 2</b>                        |
| <b>Course Title</b>    | <b>:</b> | <b>Management of Human Resources</b> |
| <b>Assignment Code</b> | <b>:</b> | <b>MS-2 /TMA/SEM – II/2017</b>       |
| <b>Coverage</b>        | <b>:</b> | <b>All Blocks</b>                    |

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**Note:** Attempt all the questions and submit this assignment on or before 31<sup>st</sup> October, 2017 to the coordinator of your study center.

1. Explain the process of job analysis. Describe how job analysis is carried out in the organisation you are working with or an organisation you are familiar with.
2. Discuss the concept of mentoring. Explain methods of mentoring that you are familiar with citing suitable organisational examples.
3. Discuss in detail the laws covering wages, welfare and benefits.
4. Describe industrial democracy in your own words with illustration.