

**ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD
(Department of Business Administration)**

**HUMAN RESOURCE MANAGEMENT
(Codes 5024/5025/8502)**

CHECK LIST

SEMESTER: Spring 2024

This packet comprises the following material: -

1. Assignment No. 1, 2
2. Assignment Forms (two sets)

In this packet, if you find anything missing from the above mentioned material, please contact us at the address given below:

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ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD
(Department of Business Administration)

WARNING

1. **PLAGIARISM OR HIRING OF GHOST WRITER(S) FOR SOLVING THE ASSIGNMENT(S) WILL DEBAR THE STUDENT FROM THE AWARD OF DEGREE/CERTIFICATE IF FOUND AT ANY STAGE.**
2. **SUBMITTING ASSIGNMENTS BORROWED OR STOLEN FROM OTHER(S) AS ONE'S OWN WILL BE PENALIZED AS DEFINED IN THE "AIOU PLAGIARISM POLICY".**

Course: Human Resource Management (5024/5025/8502)

Semester: Spring 2024

Please read the following instructions for writing your assignments.

(AD, BS, BEd, MA/MSc, MEd) (ODL Mode)

1. All questions are compulsory and carry equal marks but within a question, the marks are distributed according to its requirements.
2. Read the question carefully and then answer it according to the requirements of the question.
3. Avoid irrelevant discussion/information and reproducing from books, study guide or allied material.
4. Hand written scanned assignments are not acceptable.
5. Upload you typed (in Word or PDF format) assignments on or before the due date.
6. Your own analysis and synthesis will be appreciated.
7. Late assignments can't be uploaded at LMS.
8. The students who attempt their assignments in Urdu/Arabic may upload a scanned copy of their hand written assignments (in PDF format) on University LMS. The size of the file should not exceed 5 MB.

Instructions:

- a) All written assignments must be well organized, presented in an easy-to-read format and neat. Moreover, pay particularly close attention to grammar, spelling, punctuation and understandability. Communication is extremely important in this course.
 - b) Documentation is likewise very important. Unsupported statements or opinions are worth less to the reader, who desires to verify your finding. Complete and specific documentation is mandatory. Also, your reference should be to primary sources, except in rare unusual situations.
 - c) Quoting should be kept to an absolute minimum.
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Guidelines for Doing Assignments

We expect you to answer each question as per instructions in the assignment. You will find it useful to keep the following points in mind:

1. **Planning:** Read the assignments carefully, and go through the Units on which they are based. Make some points regarding each question and then rearrange them in a logical order.

2. **Organization:** Be a little selective and analytical before drawing up a rough outline of your answer. Give adequate attention to the question's introduction and conclusion.
 - a) The answer is logical and coherent,
 - b) It has clear connections between sentences and paragraphs,
 - c) The presentation is correct in your expression and style.
3. **Presentation:** Once you are satisfied with your answer, you can write down the final version for submission. It is mandatory to write all assignments neatly. If you desire so, you may underline the points you wish to emphasize. Make sure that the answer is within the stipulated word limit.

Wishing you all the best

ASSIGNMENT No. 1

Pass Marks: 50

Total Marks: 100

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| Q.1 | Discuss the functions of human resource management with relevant examples. | (20) |
| Q.2 | What are the future challenges before managers? | (20) |
| Q.3 | Discuss the HR Planning process with appropriate examples. | (20) |
| Q.4 | Discuss the different types of employee selection tests with appropriate examples. | (20) |
| Q.5 | What are various modern methods of performance appraisal? | (20) |

ASSIGNMENT No. 2

Pass Marks: 50

Total Marks: 100

This assignment is a research-oriented activity. You are required to submit a term paper and present the same in the classroom before the final examination. The presentation component is compulsory for all students. You will have to participate in the activity fully and prepare a paper of about 15 to 20 pages on the topic allotted to you. The students are required to prepare two copies of Assignment No. 2. Submit one copy to your teacher for evaluation and the second copy for presentation in the classrooms in the presence of your resource persons and classmates, which will be held at the end of the semester before final examination.

Include the following main headings in your report:-

- a) Introduction to the topic
- b) Important sub-topics
- c) Practical aspects concerning the topic
- d) Review of theoretical and practical situations
- e) Merits, demerits, deficiencies or strengths of the organisation with respect to your topic
- f) Conclusions and recommendations
- g) Annex, if any

You must use transparencies, charts or any other material for effective presentation. You are also required to select one of the following topics according to the last digit of your roll number. For example, if your roll number is D-3427185 then you will select topic No.5 (the last digit):-

Topics:

- 0) Changing Organizations
- 1) Competencies required of Entrepreneur
- 2) Data Collection Methods
- 3) Designing Training Programs
- 4) Formal Education and Training Methods
- 5) Learning Organizations
- 6) Management in Public Service Organizations
- 7) Managers and Technology
- 8) Role of computers in open-learning
- 9) Tools and Techniques of Training Need Assessments