Dear Learner,

Greetings. We are happy to inform you the schedule of Week-end Personal Contact Programme for the students of the MHRM for the year 2014-15 as noted below.

<table>
<thead>
<tr>
<th>Venue</th>
<th>Previous</th>
<th>Final</th>
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<tbody>
<tr>
<td>Week-end Classes at Dept. of HRM, Arts College, AU Campus, Visakhapatnam only.</td>
<td>February – 22</td>
<td>February – 22</td>
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<td></td>
<td>March – 1, 15, 18, 22, 29</td>
<td>March – 1, 8, 15, 22, 29</td>
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<td></td>
<td>April – 5, 12, 19, 26</td>
<td>April – 5, 12, 19, 26</td>
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<td></td>
<td>May – 3, 10, 17, 24, 31</td>
<td>May – 3, 10, 17, 24, 31</td>
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4 Observation Visits and Concurrent Field work for 21 days are Compulsory for Previous Year students. Block Field work 45 Days: May & June, 2015 is Compulsory for Final Year Students.

Schedule of the Academic Calendar

- Issue of Assignment Question Paper: 04.02.2015 (Wednesday) along with PCP Call-Letter & Time-table.
- Submission of Assignments: 10th June, 2015*
- Submission of Project Proposals & Project Report by Final Year Students: 15.04.2015
- Submission of Field work Reports and Project Reports: At the Time of Viva-voce Examination (Date to be notified)
- Examinations: July, 2015 (subject to approval)
- Payment of Tuition Fee of Rs.7,000/- (only FINAL Year students): Upto 25.02.2015
  Fine: Upto 2 months after due date Rs.50/-
  After 2 months after due date Rs.200/-

NOTES

1) The students can register for week-end Personal Contact Programme at Dept. of HRM, Arts College, AU Campus, Visakhapatnam.
2) Regular class-room lectures will be delivered by experienced teachers. Your participation in the programmes can supplement effectively your study requirements. You are advised to come fully prepared for the programmes.
3) All the students, who attend the programme may kindly report with their Identity Cards at the Reception Counter at Dept. of HRM, Arts College, AU Campus, Visakhapatnam at 9.00 a.m. for the programme. Time-table and other instructions about the classes will be given at the time of registration. (22nd February, 2015)
4) This is also to inform you that outstation students have to make their own arrangements for their lodge and boarding while attending this programme. Limited Dormitory accommodation is available in SDE for boys and girls separately to be allotted on the basis of ‘first come first served’ basis.
5) Please contact Prof. N.L. Narasimha Rao of School of Distance Education for further information and guidance. The learners can also get information through Cell Nos.:9963612982.

With best wishes,

Yours sincerely,

Prof. L.D. Sudhakara Babu
DIRECTOR

Please visit our website www.andhrauniversity.edu.in/sde for Latest Updates

* Assignments however will be accepted after 10.06.2015 with a fine of Rs.100/- per each paper upto the day of Viva-Voce.
TUITION FEE MEMORANDUM

The final year students of MHRM course (13 admitted batch) are hereby informed that they have to pay the Tuition Fee as per the following schedule by Demand Draft drawn only in favour of the REGISTRAR, ANDHRA UNIVERSITY, payable at VISAKHAPATNAM on any nationalized bank.

Tuition Fee Payment Schedule

<table>
<thead>
<tr>
<th>Tuition fee</th>
<th>*Rs.7,000/-</th>
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</thead>
<tbody>
<tr>
<td>Last date without fine</td>
<td>25.02.2015</td>
</tr>
<tr>
<td>With fine of Rs.50/-</td>
<td>upto 24.04.2015</td>
</tr>
<tr>
<td>With fine of Rs.200/-</td>
<td>25.04.2015 onwards</td>
</tr>
</tbody>
</table>

The students are advised to send the Demand Draft by Registered Post, duly furnishing the particulars such as full address, Code No., DD Number, Date, Amount Course of study etc. The name of the candidate and complete Code Number has to be noted on the reverse side of the demand draft. Challans, Money Order, Postal Order and SBI challans, etc., will not be accepted.

Defaulters of tuition fee to the School will not be supplied with the relevant reading material and their examination applications will not be registered for the ensuing examinations.

Note: Non-payment of Tuition Fee will not be construed as discontinuation of the course. The candidate shall automatically enter into the next year of study in the School of Distance Education, irrespective of appearance at the University Examination and the consequent result as well as non-payment of tuition fee. All the candidates, who are on the rolls, shall be treated as students of School of Distance Education until the completion of stipulated period of study unless the Transfer Certificate is taken on submission of the requisition letter.
GUIDELINES FOR ANSWERING ASSIGNMENTS

1. Assignments constitute the continuous evaluation which carry a weightage of 25 per cent in each course. There will be two assignments for each course. The Candidates should answer compulsorily both the assignments per course and the average of two will be counted for the purpose of final result. A candidate shall be declared to have passed in the assignments if he/she secures not less than 10 marks in each course.

2. The main purpose of assignment is to test the student’s comprehension of the course material sent to him and also in helping him in getting through the courses. The information given in the printed course material should be sufficient for answering the assignments. The answers should be complete in all respects. Incomplete answers bring poor marks. The assignments are to be submitted to School of Distance Education, Andhra University before the due date. It is desirable that the student should retain a copy of all assignment responses which he/she submits.

3. Answering Assignments: While Answering Assignments:
   a. A Student should read the assignment carefully and follow the specific instructions, if any.
   b. He/She has to study thoroughly the units on which assignments are based.
   c. He/She should note down relevant points of answers; rearrange those points in a logical order and draw a rough outline of answer. In respect of essay questions, introduction as well as conclusion are to be given. The answer should be logical, cohesive and it should have clear connections between sentences and paragraphs.

   The answer should cover the main points of the question. While solving case questions, proper format should be used.

   d. Each Assignment is to be answered and submitted separately in a booklet form using A-4 Size papers providing clear cut margins and sufficient space in between each answer. On the top of the first page of each assignment the required information be furnished invariably in the format given below.

   e. The responses should be in candidate’s own handwriting. Print or Typed answers will not be accepted. Answers copied either from course material sent by the University or from the response sheets of other students or Xerox copy of other’s assignment will get zero marks. After receiving the assignment from the candidate, the Office of the School of Distance Education will arrange to sent acknowledgement thereon.
4. The top of the first page of each assignment should consist of the following information.

i. Regd. No. __________________________________________

ii. Academic Year: __________________________________________

iii. Study Centre: __________________________________________

iv. Course Code & Title: ________________________________________

v. Assignment No. __________________________________________

vi. Signature: __________________________________________

vii. Date: __________________________________________

Name and Address: __________________________________________

________________________________________

________________________________________

________________________________________

If pass marks are not obtained in any assignment, it should be resubmitted. Since the Assignment Question Papers are being changed every year, backlog candidates shall have to answer the current year assignment question papers and submit the assignments. Assignments submitted on the basis of previous years question papers will not be considered. Once the pass marks are obtained, the assignments cannot be resubmitted for improvement of marks / class.

**Note:** Please Note that there is no revaluation provision for assignments. Hence, candidates should take necessary precautions while answering the assignments.
Assignment No.I

Answer All questions
Question No.1 to 5 carry 4 marks each

1. Write about the relationship between HRM and its environment.
2. Write as so how the HR function is managed.
3. Explain the need and importance of human resource planning.
4. Write in detail about employee separation.
5. Explain the role of HR in unorganized sector.

Assignment No. II

Answer All questions
Question No.1 to 5 carry 4 marks each

1. Explain the need, role, importance and functions of HRM in an organizational setup.
2. Explain how controlling is facilitated by HR.
3. Explain the tools applied in career planning.
4. Explain the significance and methods of computing Human Resource’s Accounting.
5. Explain how HRM in service sector is unique to other sectors.

Assignment No.I

Answer All questions
Question No.1 to 5 carry 4 marks each

1. Write about the principles of Management.
2. What is the impact of globalization on the functioning of Modern organizations?
3. “If you fail to plan, you plan to fail”, is an often quoted cliché in planning, in the light of this explain the need, role and importance of planning in the filed of management.
4. Explain the need for understanding and practicing ethics and business.
5. With suitable examples explain the utility of CVP analysis.

Assignment No. II

Answer All questions
Question No.1 to 5 carry 4 marks each

1. Write about the relevance of behavioural approach in the present day world.
2. “Many are job seekers, very few are job providers”. In the light of this statement explain the importance of entrepreneurship and its role in creating employment and facilitating industrialization.
3. Explain the various techniques and steps in decision making.
4. Explain the communication process, barriers to communication and suggest how the barriers can be overcome.
5. Explain the steps in Marketing Research.
Paper-103: LABOUR LEGISLATION AND CASE LAW-I

Assignment No. I

Max. Marks: 20

Answer All questions

Question No. 1 to 5 carry 4 marks each

3. What is an Industrial Dispute? Explain the mechanism provided by law of its resolution.
4. With numerous Trade Unions with multiple Political affiliation does it really benefit the workers. Comment.

Assignment No. II

Max. Marks: 20

Answer All questions

Question No. 1 to 5 carry 4 marks each

1. Explain the status of labour legislation in India compared to other countries.
2. “Workers are been exploited under the guise of getting their service’s regularized”, in the light of this explain the importance of Contract Labour act of 1970.
3. Explain the important provisions and rules under the Industrial Disputes Act, 1947.
4. Explain the important provisions of Industrial Employment Act, 1946.
5. What is the purpose of Provident Fund? What are the important statutory provisions in the Legislation provided for it?

Paper-104: ORGANIZATIONAL BEHAVIOUR

Assignment No. I

Max. Marks: 20

Answer All questions

Question No. 1 to 5 carry 4 marks each

1. What are the causes and consequences of accidents.
2. Discuss the stages in the development of groups.
3. Critically examine the two factor theory of motivation.
4. Enumerate the factors that necessitate organizational change.
5. State the role of consultant in job enrichment.

Assignment No. II

Max. Marks: 20

Answer All questions

Question No. 1 to 5 carry 4 marks each

1. Describe the scope and significance of groups.
2. State the functions of small groups.
3. Elucidate the implications of leadership theories to managers.
5. Bring out the interventions in OD.
Paper-105: INDUSTRIAL RELATIONS

Assignment No.I

Max. Marks: 20
Answer All questions
Question No.1 to 5 carry 4 marks each

1. Bring out the emerging trend in unionism in India.
2. Compare IR system between UK and USA.
3. Elucidate the impact of ILO on industrial relations in India.
4. Explain the machinery available for settlement of industrial disputes in India.
5. Explain the role of employee associations in IR.

Assignment No. II

Max. Marks: 20
Answer All questions
Question No.1 to 5 carry 4 marks each
1. “Multi-unionism is the bone of Indian Industry”. Comment.
2. Give an account of the approaches to industrial relations.
3. Enumerate different forms of workers participation in management.
4. What are the principles followed while handling disciplinary matter?
5. What are the objectives and functions of trade unions?

Paper-106: HUMAN RESOURCE DEVELOPMENT

Assignment No.I

Max. Marks: 20
Answer All questions
Question No.1 to 5 carry 4 marks each

1. How is HRD audit useful in formulating HRD programmes and policies?
2. Explain the need and origin of HRD.
3. How do you evaluate the effectiveness of training programmes?
5. Give an account of different techniques on the job training.

Assignment No. II

Max. Marks: 20
Answer All questions
Question No.1 to 5 carry 4 marks each
1. Discuss the areas that come under HRD.
2. What are the dimensions of HRD?
3. Bring out the importance of human resource training.
4. State the features of learning organization.
5. Explain the significance of team development and sensitivity training.
Paper-107: EMPLOYEE WELFARE AND LABOUR ADMINISTRATION

Assignment No. I

Max. Marks: 20

Answer All questions
Question No. 1 to 5 carry 4 marks each

1. Explain the constitutional provisions relating to labour welfare.
2. What is the impact of ILO on labour welfare in India?
3. Enumerate the schemes relating to education of workforce.
4. Bring out the social security measures implemented for industrial employees.
5. Explain the machinery for labour administration in Andhra Pradesh.

Assignment No. II

Max. Marks: 20

Answer All questions
Question No. 1 to 5 carry 4 marks each

1. State the scope and philosophy of labour welfare.
2. Elucidate the role voluntary agencies in labour welfare.
3. Discuss the status and functions of welfare officer.
4. Describe the nature and scope of social security.
5. Elucidate the benefits available from provident fund organization.
Assignment No. I

Answer All questions
Question No.1 to 5 carry 5 marks each

1. Discuss the concept of strategy. How to align HR strategy with business strategy?
2. How to formulate HR strategy? How could such a strategy be implemented?
3. Explain the systems of high performance practices in HR.
4. Explain the scope and significance of International Human Resource Management.
5. What are the essential methods adopted to train expatriates?

Assignment No. II

Answer All questions
Question No.1 to 5 carry 5 marks each

1. Explain the components HR Environment. How is HR functioning affected by environment?
2. Discuss the characteristics of strategic performance management.
3. Discuss the various approaches to Human Resource Evaluation.
4. Elucidate the selection criteria for international assignment.
5. Elucidate the compensation systems adopted in Multinational corporations.

Paper-202: BUSINESS ENVIRONMENT

Assignment No.I

Answer All questions
Question No.1 to 5 carry 5 marks each

1. Explain the concept of Business Environment and discuss the goals of Business.
2. Discuss the features of Technology. What is the impact of technology on human resources in organisations?
3. Briefly explain the importance features of New Economic Policy 1991. How it has helped in Globalising Indian economy?
4. What is Disinvestment? Discuss its impact on employment and labour conditions in Indian organizations.
5. What strategies have been initiated by Indian industries to adopt themselves to Globalisation?

Assignment No.II

Answer All questions
Question No.1 to 5 carry 5 marks each

1. Explain the factors that influence Business Environment.
2. Explain the regulatory role of central and state governments in relation to Business units in India.
3. Explain the concept of industrial sickness. What is the role of BIFR in dealing with sick industries?
4. Discuss the role of Foreign Direct Investment in India. Has it given a boost to Indian economy?
5. Discuss the structure and functions of W.T.O. and EEC.

Paper-203: LABOUR LEGISLATION AND CASE LAW-II

Assignment No.I

Answer All questions
Question No.1 to 5 carry 5 marks each

1. Explain the concepts of Social Justice and Natural Justice. How could these principles be implemented through labour laws.
2. Discuss the legal provisions on the following, under payment of Bonus Act, 1965.
   (i) Calculation of bonus and the amount of Bonus
   (ii) Available and allocable surplus
   (iii) ‘Sect on’ and ‘Set of’ provisions.
3. Discuss the legal provisions under Mines act, 1952, in respect of the following.
   (i) Health and Safety of Miners
   (ii) Hours of work and limitations on employment
   (iii) Notice of accidents
4. Explain the salient features of the workmen’s Compensation Act, 1923.
5. Explain the important characteristics of Dock works (Regulation and Abolition) Act, 1948.

Assignment No.II

Answer All questions
Question No.1 to 5 carry 5 marks each

1. Discuss the impact of I.L.O. Conventions and recommendations on Indian Labour Legislation.
2. Explain the objectives of Minimum Wages Act, 1948. How far have objectives been fulfilled?
3. Discuss the legal provisions under Plantation Labour Act, 1961 in respect of the following.
   (i) Welfare of workers
   (ii) Working hours, Rest intervals, Weekly rest day
   (iii) Overtime
4. Discuss the legal provisions under payment of Gratuity Act, 1972, in respect of the following.
   (i) Eligibility of workers
   (ii) Amount of Gratuity(Calculation)
   (iii) Offences and Penalties
5. Discuss the provisions under Child Labour (Prohibition and Regulation)Act, 1986, on the following.
   (i) Objects of the Act
   (ii) Prohibition of Child Labour
   (iii) Regulation of conditions of Child Labour
   (iv) Health and Safety of Child Workers
Paper-204: INDUSTRIAL ECONOMICS AND MANAGEMENT OF TECHNOLOGY

Assignment No.I

Max. Marks: 25

Answer All questions
Question No.1 to 5 carry 5 marks each

1. Discuss the structure and extent of Indian labour force participation.
2. Explain the features of Mixed Economy. How the nature of this economy changed after globalization?
3. Explain the nature and scope of Managerial Economics.
4. How the new technology results in change of work organization.
5. What is labour productivity? How to measure such productivity?

Assignment No.II

Max. Marks: 25

Answer All questions
Question No.1 to 5 carry 5 marks each

1. Discuss the profile of Indian worked during 1960’s and earlier. Explain the emerging concept of knowledge worker.
2. Critically examine Keynes theory of employment.
3. Discuss the methods of demand forecasting.
4. “Human skills are in a state of constant development inn organizations as a result of technological changes – Discuss.
5. What is total quality management? Explain its salient features.

Paper-205: RESEARCH METHODS AND HR SKILLS

Assignment No.I

Max. Marks: 25

Answer All questions
Question No.1 to 5 carry 5 marks each

1. Explain the various steps in the research process.
2. Explain different types of scaling techniques.
3. Explain the barriers of communication.
5. What are the essential features of an effective meeting? Explain.

Assignment No.II

Max. Marks: 25

Answer All questions
Question No.1 to 5 carry 5 marks each

1. Explain different sampling techniques with relevant examples.
2. Explain different steps in construction of Index numbers.
3. Explain the objectives and functions of communication in organization.
4. What are the communication gateways? Explain.
5. Explain preparatory stages of letter writing.
Paper-206: MANAGEMENT OF UNORGANISED LABOUR

Assignment No.I

Max.Marks:25

Answer All questions
Question No.1 to 5 carry 5 marks each

1. Explain various problems of home based workers.
2. Explain the social security and welfare measures of mines and quarry workers.
3. Explain the role and status of women in unorganized sector.
4. What are the different types of child labour in India? Explain.
5. Explain various HRD interventions for Unorganised labour in India.

Assignment No.II

Max.Marks:25

Answer All questions
Question No.1 to 5 carry 5 marks each

1. Explain the role of unorganised labour in the national economy.
2. Discuss the Legal provisions relating to construction workers.
3. Explain the problems of women in unorganized sector.
4. Explain the role of ILO in elimination of child labour.
5. Explain the role of non-governmental organization in organizing the unorganized labour.

Paper-207: INFORMATION TECHNOLOGY AND HUMAN RESOURCE INFORMATION SYSTEMS

Assignment No.I

Max.Marks:25

Answer All questions
Question No.1 to 5 carry 5 marks each

1. Explain the growth and importance of computers in the modern world.
2. Explain the impact of MIS on management.
3. What are the various decision support systems? Explain.
4. Define HRIS. Explain different uses of HRIS in HRM.
5. What are the features of latest MS word?

Assignment No.II

Max.Marks:25

Answer All questions
Question No.1 to 5 carry 5 marks each

1. Explain about various storage devices.
2. Explain the basics of MIS.
3. Explain the various issues related to client server technology and networks.
4. What are the uses of computers in HRM?
5. What are the salient features of MS Excel?