



IN SEMESTER (INDIVIDUAL) ASSIGNMENT -1

Module Code: BUSS 1701

Module Name: Human Resources Management

Level: 2(Level 5 – UoW)

Max. Marks: 100

Instructions to Student

Instructions for the students for completing the assignment:-

- **Answer *all* questions.**
- **Deadline of submission: 8th /June /2020 23:59**
- **The marks received on the assignment will be scaled down to the actual weightage of the assignment which is 50 marks**
- **Formative feedback on the complete assignment draft will be provided if the draft is submitted at least 10 days before the final submission date.**
- **Feedback after final evaluation will be provided by 22nd /June /2020**

Module Learning Outcomes

The following LOs are achieved by the student by completing the assignment successfully

- 1) Critically appraise the process of evolution of Human resources management.
- 2) Analyse and discuss the context of HR, with specific reference to current form of work and employment.

Assignment Objective

- 1- To examine the student understanding on Human Resources management and its functions.
- 2- To evaluate the students understanding on different approaches of HRM.
- 3- To evaluate the student knowledge on how the Human Resources Management helps to achieve organization goals.

Assignment Tasks

Task 1

Read the Case provided by Chaudhary on Human Resource Management and answer the questions below related to the case. **(30 Marks)**

Case on HRM

Mr. Amit Sharma has finished a BBA from Tribhuvan University in 2013. He joined as a management trainee at Prakash Cable Company to supervise a group of employees. He was asked to report to Mr. Arun Chaudhary HR manager of company. On the first day, Arun assigned Amit to a small group of workers who were responsible for binding the cables to be supplied to the market for sale.

Mr. Amit as BBA graduate had a supervisory role and was surprised to find workers not doing things properly. They were carrying out instructions at a low pace, including gossip and even wasting time wherever there was lot of work to do. Mr. Amit often found himself alone binding cables while other members of the group were wasting time elsewhere.

Mr. Amit was quick to indicate this to his team members. He said to the team members that he did not like this kind of wastage of time in the workplace. He tried to motivate them by saying that this type of wasteful activities would have a negative impact on organizational performance and ultimately on their bonus and other incentives. Other team members started to make arguments with Mr. Amit that they did not care about his instructions, and that if he wanted to complain to upper levels of management he could. They also said that he may find himself out of work.

After the unhappy exchange of arguments and counter arguments, the team members practically boycotted Mr. Amit in their social network, in things such as taking tea, having lunch together, and other recreational activities. Such types of behavior become hard for Mr. Amit to put up with, and one day he approached Mr. Ram Thapa, one of the senior workers for advice. Mr. Amit explained to Mr. Ram that he was doing his job for which he was paid and as a new BBA graduate he wanted to be a creative and responsible in carrying out job. He questioned why other team members were not supporting him along as well as Mr. Ram himself. Mr. Ram replied that if he had been in the company as long as they had, he would be just like them. He said the company did not have any kind of incentives on the basis of performance and profitability of the company, and that they were just doing a few works and passing time. It was a clear indication of unhappiness by employees and a cause for great concern and disgruntlement.

Reference : Chaudhary, R. K., n.d. *academia*. [Online] Available at: https://www.academia.edu/40924468/Case_on_HRM [Accessed 24 april 2020].

Questions:

- a. Write a brief about Mr. Amit Sharma and his job. **(2 Marks)**
- b. What did Mr. Amit face within the team? **(3 Marks)**
- c. How did Mr. Amit want to motivate team members? And what was the result? As HRM student provide your opinion on what is the best way that Mr. Amit could approach to motivate employee. **(10 Marks)**
- d. Do you agree with Mr. Ram Thapa's statement? If your answer is **Yes** provide your opinion and if it's **No** provide your opinion. **(5 Marks)**
- e. What is the major issue of HRM in the case? And what is your opinion regarding the issue? **(10 Marks)**

Task 2

You are requested to read the summary provided by IBS Center for Management Research (ICMR) on Human Resources Management and Human Resources planning and answer the questions below. **(50 Marks)**

Introduction to HRM

Human resources management is one of the most complex and challenging fields of management. It deals with the people dimension in management. Over the past eighty years, various approaches to human resource management have been adopted by companies. The human resource approach which is currently in vogue, has redefined the way people are treated and managed in the organizational context.

This approach requires that employees or the work force be treated as resources and not just as factors of production (as in the scientific approach) or emotional beings with psychological needs (as in the human relations approach). Basically, HRM includes the four functions of acquiring, developing, motivating and managing the human resources.

Reference :- IBS Center for Management Research, n.d. *IBS Center for Management Research (ICMR)*. [Online]
Available at: <https://www.icmrindia.org/courseware/Intro%20to%20Hrm/hrm-DS1.htm> [Accessed 24 April 2020].

Human Resource Planning

Definition of Human Resource Planning, Objectives of Human Resource Planning, Human Resource Planning at Different Levels, The Process of Human Resource Planning, Assessing Current Human Resources and Making an Inventory, Forecasting, Matching the Inventory with Future Requirements, Managing the Forecasted Demand/ Surplus, Managing Future Demand, Managing Future Surplus, Dealing with Surplus Manpower, Growing Importance of Human Resource Planning, Current Trends.

HRP is the process by which an organization ensures that it has the right number and kinds of people, at the right places, at the right time and that these people are capable of performing their tasks effectively and efficiently. This helps the organization to achieve its overall objectives. Two major ways in which societal trends affect employment is through consumer markets, which affect the demand for goods and services, and labor markets, which affect the supply of people needed to produce goods and services.

A human resource professional would be better equipped for human resource planning if he has a good understanding of the market dynamics, changes in the economy, organizational processes and technological developments. The process of HRP involves three key steps – assessing and making an inventory of the current human resources, forecasting the organization's human resource needs and matching the demand and supply of human resources.

Reference: - IBS Center for Management Research (ICMR), n.d. *IBS Center for Management Research (ICMR)*. [Online]
Available at: <https://www.icmrindia.org/courseware/Intro%20to%20Hrm/hrm-DS4.htm> [Accessed 24 4 2020].

Questions:

- a. Explain Human Resource management according to your understanding. (You are requested to support your answer with 2 in-text citation). **(10 Marks)**
- b. Discuss the scientific approach and Human relations approach of human resource management compare it with today's Human Resource approach. (You are requested to support your answer with 2 in-text citation related to today's HRM approach). **(20 Marks)**
- c. Define Human Resources Planning (You are requested to support your answer with 2 in-text citation). **(5 Marks)**
- d. Outline and explain the processes involved in Human Resources Planning. **(15 Marks)**

Evaluation criteria:

Evaluation Criteria	Marks
Introduction on HRM Student should provide paragraph which demonstrate the student understanding on HRM module. (you are requested to provide 2 in-text citation to support your answer)	(10 Marks)
Task 1	
a- Write a brief about Mr. Amit Sharma and his job.	(2 Marks)
b- What did Mr. Amit face within the team?	(3 Marks)
c- How did Mr. Amit want to motivate team members? And what was the result? As HRM student provide your opinion on what is the best way that Mr. Amit could approach to motivate employee.	(10 Marks)
d- Do you agree with Mr. Ram Thapa's statement? If your answer is Yes provide your opinion and if it's No provide your opinion.	(5 Marks)
e- What is the major issue of HRM in the case? And what is your opinion regarding the issue?	(10 Marks)
Task 2	
a- Explain Human Resource management according to your understanding. (You are requested to support your answer with 2 in-text citation).	(10 Marks)
b- Discuss the scientific approach and Human relations approach of human resource management compare it with today's Human Resource approach. (You are requested to support your answer with 2 in-text citation related to today's HRM approach).	(20 Marks)
c- Define Human Resources Planning (You are requested to support your answer with 2 in-text citation).	(5 Marks)
d- Outline and explain the processes involved in Human Resources Planning.	(15 Marks)
Referencing and format. Appropriate referencing style should be used. Format of the report (title, table of contents, spelling & grammar, format of the tables and charts etc.)	(10 Marks)
Total	100 marks

Rules & Regulations:

- The report should not exceed 1500 word and not less than 1200 words.
- All resources should be cited using CU Harvard style.
- The final assignment must have a Title page, Table of Contents, References/ bibliography using CU Harvard Style and page numbers.
- Title Page must have Assignment Name, Module name, Session, your name, ID, and the name of the faculty.
- Softcopy in word format is to be submitted through Turnitin link on Moodle.
- Viva will be conducted after the assignment submission as per the requirement.

Guidelines:

- Assignment must be computer typed.
 - Font - Times New Roman
 - Font – Style - Regular
 - Font - Size - 12
 - Heading should be with Font Size 14, Bold, Capital and Underline.
- Each student has to do the assignment individually.
 - You should not cut and paste material from internet nor provide photocopied material from books. The assignment answers should be in your own words after understanding the matter from the above resources.

Important Policies to be followed

1. Student Academic Integrity Policy*:

MEC upholds the spirit of academic integrity in all forms of academic work and any form of violation of academic integrity shall invite severe penalty. Any benefit obtained by indulging in the act of violation of academic integrity shall be cancelled.

All cases of violation of academic integrity on the part of the student shall fall under any of the below mentioned categories:

1. Plagiarism
2. Malpractice
3. Ghost Writing
4. Collusion
5. Other cases

If the student fails a module and has a proven case of academic integrity violation in this module, the student is required to re-register the module. This is applicable to first and second offenders of plagiarism.

1. Plagiarism

A. First offence of plagiarism

- I. If a student is caught first time in an act of plagiarism during his/her course of study in any assignment other than project work, the student will be allowed to re-submit the assignment once, within a maximum

period of one week. However, a penalty of deduction of 25% of the marks obtained for the resubmitted work will be imposed.

- II. Period of re-submission: The student will have to re-submit the work one week from the date he or she is advised to re-submit.
- III. If the re-submitted work is also found to be plagiarized, then that assessment will be awarded a zero mark. Re-submission of the work beyond the maximum period of one week will not be accepted and the assessment will be awarded a zero mark.

B. Second offence of plagiarism

If any student is caught second time in an act of plagiarism during his/her course of study (in a subsequent semester), the student will directly be awarded zero for the work in which plagiarism is detected. In such cases, the student will not be allowed to resubmit the work. A warning of suspension shall be issued, and student has to sign an undertaking and undergo counselling session in such cases.

2. Malpractice/Ghostwriting/Collusion

A. First offence of Malpractice/Ghostwriting/Collusion

If a student is caught in an act of Malpractice/Ghostwriting/Collusion for an assessment component irrespective of coursework or end semester, the student shall fail the module and shall be required to re-register the module

B. Second Offence of Malpractice/Ghostwriting/Collusion

If a student is caught a second time in an act of Malpractice/Ghostwriting/Collusion for an assessment component irrespective of coursework or end semester, the student shall fail the module. A warning of suspension shall be issued, and student has to sign an undertaking and undergo counselling session in such cases.

3. Third Offence of Academic Integrity Violation

If a student is caught a third time in an act of Academic Integrity Violation for an assessment component irrespective of coursework or end semester (in a subsequent semester), the student shall fail the module and also shall be suspended for one semester from the College, as recommended by institutional level academic committee, Chaired by the Associate Dean, Academic Affairs.

4. Fourth Offence of Academic Integrity Violation:

If a student is caught a fourth time in an act of Academic Integrity Violation for an assessment component irrespective of coursework or end semester (in a subsequent semester), the student shall fail the module and also shall be expelled from the College, as recommended by institutional level academic committee, Chaired by the Associate Dean, Academic Affairs.

5. Other cases

If a student commits an act of academic integrity violation as per the definition of “other cases” mentioned in the previous section or of a different nature, student’s case shall be forwarded to an institutional level academic committee, Chaired by the Associate Dean, Academic Affairs. The committee shall investigate the case by means of a viva and/or a disciplinary hearing and shall take appropriate decision. The penalty that can be granted to a proven case of academic integrity violation which falls in this category of “other cases” can be a warning/component zero/module fail/suspension/expulsion depending on the nature and gravity of the offence.

6. Types/Variations of Cases:

- I. If plagiarism is detected in any component of one assessment, the deduction in marks will be applicable for the whole assessment, even if only the component or part submission alone needs to be resubmitted.
- II. If plagiarism is detected in a group assessment, all students of the group will be considered as having committed an act of plagiarism and the policy will then be applied to all students
- III. If plagiarism is detected in any component of a **group assessment**, the deduction in marks will be applicable for the whole assessment even if only the component or part submission alone needs to be resubmitted. All students of the group would be considered as having committed an act of plagiarism and the policy will then be applied to all the students of the group.
- IV. If the assessment consists of components or part submissions that could be a group assessment component (e.g. group assignment) and an individual assessment component (e.g. individual reflection), the following will be applicable:
 - a. If plagiarism is detected in the group assessment component, all students of the group will be considered as having committed an act of plagiarism, The policy will then be applied to all students of the group. Group assessment component will be resubmitted as per the policy.
 - b. If plagiarism is detected in the individual assessment component, the individual assessment component will be resubmitted and the policy will then be applied to that student alone.
 - c. For both (a) and/or (b), the deduction in marks will be applicable for the whole assessment.

** For further details Refer to MEC Student Academic Integrity Policy in Student Handbook.*

2. Late Submission Regulations:

It is the students' responsibility to check all relevant timelines related to assessments.

As per the Assessment Policy at MEC, late submissions are allowed for one week (5 working days) for all UG modules with a penalty. In such cases, a deduction of 5% of the marks obtained for the submitted work shall be imposed for each working day following the last date of submission till the date of actual submission. Assessment documents submitted beyond a period of one week (5 working days) after the last date of submission will not be accepted and will be awarded a zero for that assessment. In cases where the submission has been delayed due to extenuating circumstances, the student may be permitted to submit the work without imposing the late submission policy stated above. The extended period of submission will be one week from the original last date of submission. In such cases, the student is expected to submit the supporting certificates on or before the original last date of submission of the assessment and the decision of extension rests with faculty responsible for the assessment. The late submission policy shall be applied if the student fails to submit the work within one week of the original last date of submission.

Students may contact their teachers for clarification on specific details of the submission time if required.

3. Research Ethics and Biosafety Policy

To protect and respect the rights, dignity, health, safety, and privacy of research subjects involved including the welfare of animals and the integrity of environment, all student projects are expected to be undertaken as per the MEC Research Ethics and Biosafety Policy. Accordingly the following shall apply.

- Research and other enterprise activities shall be conducted by maintaining the high ethical standards consistent with national and international standards and conventions.

- Any research at MEC that is categorized as high-risk research shall be subject to review and approval by the Research Ethics and Biosafety Committee.
- Research activities involving collection of human or animal tissues and manipulation of microbial, animal or plant cells shall be subject to review and approval by the Research Ethics and Biosafety Committee.
- Participants involved in research must be informed about the purpose of research and intended uses of research findings. Written consent must be obtained from people involved prior to the commencement of research.
- Data obtained from participants must be treated with high confidence and should be used only for the intended purpose of research.

Assessment Evaluation Criteria

Classification And % Range <to be given as per requirement>	Reflection and critical analysis.	Knowledge and Understanding/ Application of Theory	Evidence of Reading	Referencing and Bibliography	Presentation, Grammar and Spelling
Outstanding	Highly competent analytical skills and reflective practice, demonstrating personal learning and growth, insight into required professional values and principles and professional development planning.	Extensive knowledge and depth of understanding of principles and concepts and /or outstanding application of theory in practice.	Evidence of reading an extensive range of educational literature/research and where applicable workplace strategies, policies and procedures.	Accurate referencing and bibliography correctly using appropriate referencing style	Excellent presentation, logically structured, using correct grammar and spelling, excellent cross-referencing and links to supporting evidence
Excellent	Strong analytical skills and reflective practice used, demonstrating personal learning and growth, insight into required professional values, principles and competencies and professional development planning.	Excellent knowledge and understanding of principles and concepts and /or excellent knowledge and understanding of the application of theory in practice	Evidence of reading a wide range of educational literature/research and where applicable, workplace strategies, policies and procedures.	Appropriate referencing and bibliography correctly using appropriate referencing style	Good presentation, competently structured, using correct grammar and spelling, clear and easy to use links to supporting evidence
Very Good Quality	Good use of analytical skills and reflective practice demonstrating personal learning and growth, insight into required professional values, principles and competencies and professional development planning.	Good knowledge or key principles and concepts and/or good knowledge of the application of theory in practice	Evidence of reading a good range of educational literature/research and where applicable workplace strategies, policies and procedures.	Generally well referenced with correct use of the appropriate referencing style	Reasonable presentation, completely structured, acceptable grammar and spelling, acceptable links to supporting evidence
Good (Acceptable)	Acceptable use of analytical skills and reflective practice demonstrating personal learning and growth, insight into required professional values, principles and competencies and professional development planning.	Acceptable knowledge of key principles and concepts and/or knowledge of the application of theory in practice	Evidence of reading an appropriate range of educational literature/research and where applicable, relevant workplace policies and procedures	Adequate referencing. Generally accurate use of appropriate referencing style	Adequate presentation and structure, acceptable grammar and spelling, adequate links to supporting evidence
Adequate/ Satisfactory	Adequate use of analytical skills and reflective practice demonstrating personal learning and growth, insight into required professional values, principles and competencies and professional development planning.	Adequate knowledge of key principles and concepts and/or satisfactory evidence of the application of theory in practice.	Evidence of minimal reading of educational literature/research and where applicable relevant workplace policies and procedures	Adequate referencing. Appropriate referencing style used but may contain some inaccuracies.	Weak presentation , satisfactory structure, grammar and spelling, links to supporting evidence
Weak /Poor (all learning outcomes not adequately met)	Little use of analytical skills and reflective practice demonstrating personal learning and growth, insight into required competencies and/or professional development planning. Professional values and principles not reflected in the submission. and/or	Little evidence of knowledge of key principles or concepts and/or little evidence of the application of theory in practice and/or No evidence of knowledge of key principles or concepts and/or no	Little or no evidence of reading outside of the course textbook and/or reference to relevant work place policies and procedures and/or No evidence of reading outside of the course textbook and/or reference	Little or no referencing, incorrect style, or very inaccurate use of appropriate referencing style	Poor presentation, grammar and spelling, links to supporting evidence and/or Unacceptable presentation, grammar and spelling, structure is very poor, links to supporting evidence

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	Insufficient/no use of analytical skills and reflective practice demonstrating personal learning and growth, insight into required competencies and professional development planning	evidence of application of theory in practice	to relevant workplace policies and procedures		
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