

Bharati Vidyapeeth
(Deemed to be University), Pune
School of Distance Education

Name of the Assignment Setter:		Dr. Hema Mirji			
Course:	MBA(HR)	Class:	SDE	Semester:	IV

Subject:	HR-Lab
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Q.1) Attempt ANY ONE of the Following (1000 Words) (10)

- a) **Prepare a format of Job Description for any of the managerial position of your choice.**
- b) **Describe the recruitment sources used in large scale manufacturing companies with their advantages.**

Q.2) Attempt ANY TWO of the Following (800 Words) (12)

- a) **Explain the process of leadership development in detail.**
- b) **Discuss suitable method/(s) of performance appraisal for marketing executive from your perspective.**
- c) **Prepare a format for training evaluation considering Kirkpatrick model.**
- d) **Describe how will you initiate the disciplinary enquiry for an employee against whom you have received a complaint of theft.**

Q.3) Write Short Notes on (ANY TWO) (08)

- a) **Components of salary slip**
- b) **Legal compliances in HR**
- c) **Conflict management approaches**
- d) **Preparation for Interview**

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