

<b>Uka Tarsadia University (Diwaliba Polytechnic)</b>
<b>Diploma in Mechanical Engineering</b>
<b>Assignment (Human Resource Management-020020301)</b>

### **Unit-1 Introduction**

1. Enlist characteristics of Human Resource Management.
2. Describe in few words need for the human resource in Industrial Environment.
3. What does supervisor do for playing a role as 'facilitator' and 'trainer'?
4. Briefly mention scope of Human Resource Management.
5. Briefly explain supervisor's role as 'motivator'?
6. Briefly explain 'Role Diversity'.
7. Mention functions of Human Resource Management.
8. How does supervisor play role as 'communicator'?
9. Why human resource is a perishable resource?
10. Enlist qualities of good supervisor.
11. Provide meaning of Human Resource Management and briefly explain its compensation function.
12. Briefly explain 'technical skill' and 'conceptual skill' in supervisor.
13. Provide meaning of Procurement and Development function of HRM.
14. Which different positions we find in top level and middle level management in organization structure?
15. How does supervisor play role as 'mentor'?

### **Unit-2 Human Needs, Relations and Values**

1. Discuss theory X and Theory Y.
2. Explain the methods for maintaining good relations with suppliers.
3. Discuss Maslow's need hierarchy theory.
4. Explain the methods for maintaining good relations with clients.
5. Which are the benefits of ethics and morale values to the company.
6. Explain need of human relations and human values in the industry.
7. State importance of human relations and human values in the industry.
8. Describe the need for human relations and human values in inter-department and intra-department.
9. Classify human needs according to Maslow's need hierarchy.

### **Unit-3 Behavioural Dynamics**

1. Enlist and explain determinants of interpersonal behaviour.
2. Describe task roles and social roles of groups in the organization.
3. Discuss barriers to the changing attitude
4. Describe structure, causes and remedies of interpersonal conflicts.

5. Explain types of group based on formality and permanency of membership.
6. Explain Nominal group and dialectical decision method for improving interpersonal competence.
7. Explain the concept of group dynamics and dynamics (stages) of group formation.
8. Describe the ways of changing the adverse attitudes.
9. Explain Brain Storming and Delphi method for improving interpersonal competence.
10. State advantages of team spirit.
11. Describe decisional roles and positive roles of groups in the organization.
12. State the importance of mental health.
13. Explain types of groups based on permanency of activities.
14. Describe any six desirable characteristics of group member.
15. Explain the functions of attitude.

### **Unit-4 Leadership Development**

1. Explain styles of leadership.
2. Discuss the need for counselling.
3. Write notes on needs for training.
4. Explain qualities of successful leader.
5. Discuss the importance of training.
6. Explain influence of leadership.
7. Define power. Explain personal power, reward power and legitimate power.
8. Explain techniques to deal with the people effectively.
9. Explain influence of leadership.
10. Discuss the role of Supervisor as a Facilitator and Motivator.
11. Give classification of power. Explain any two.
12. Explain autocratic leadership style and democratic leadership style.

### **Unit-5 Change Management**

1. Explain the needs for organization change.
2. Give definition and characteristics of a trade union.
3. Discuss personal barriers to the change.
4. Explain the barriers to change.
5. Write notes on functions of trade union.
6. Explain dimensions of change.
7. Explain the external environment factors to be considered in change management.
8. Define the term trade union and states the objectives of a trade union.
9. Write notes on importance of change.
10. Explain causes of conflicts.
11. Explain strategies to manage change.
12. Explain economic causes of conflicts.

13. Discuss organizational barriers to the change.

## **Unit-6 Stress Management**

1. Classify the categories of stress condition.
2. Briefly explain the tension discharge rate (TDR).
3. Discuss the psychological symptoms of stress.
4. Briefly explain the concept of stress.
5. Briefly discuss the behavior pattern of Type 'A' persons.
6. Enlist the organizational techniques to relieve stress.
7. Discuss in brief the causes of executives stress.
8. Discuss in brief the behavior pattern of type B persons.
9. State the behavioral symptoms of stress condition.
10. Enlist any four physiological symptoms of stress.
11. Briefly explain the causes of stress at the workplace.
12. Briefly discuss the need to relieve from stress.
13. States the company policy related causes of stress.
14. Enlist the personal techniques to relieve the stress.
15. Give meaning of Excessive stress, Lower stress and Moderate stress.