



Shri Shivaji Education Society, Amravati's
Dhanwate National College

Congress Nagar, Nagpur

Established in 1932



**College with Potential for Excellence Status by UGC, New Delhi
Recognized Centre for Higher Learning and Research
Institutional Member of Asia Pacific Quality Network, Shanghai
Accredited 'B+' Grade, CGPA 2.53 by NAAC Bangalore**

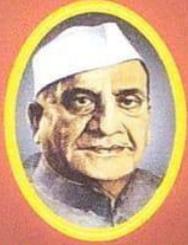


**4th Cycle
Assessment & Accreditation by NAAC**

CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.5-Internal Quality Assurance System

6.5.2– The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities



**Dr. Panjabrao alias
Bhausaheb Deshmukh**
Founder President



Estd. 1935

Shri Shivaji Education Society, Amravati's (Regd. No. F. 89)
DHANWATE NATIONAL COLLEGE
Congress Nagar, Nagpur.

'College with Potential for Excellence' (C.P.E.) By U.G.C. Delhi
NACC ACCREDITED 'B+' GRADE, CGPA 2.53
RECOGNISED CENTER FOR HIGHER LEARNING AND RESEARCH
INSTITUTIONAL MEMBER OF ASIA PACIFIC QUALITY NETWORK, SHANGHAI

Hon. Shri Harshwardhan P. Deshmukh
President

Dr. J. D. Wadate
M. Com., M. Phil., Ph.D.
Principal

No./DNC / 248/2022-2023

Date : 27 / 12 / 2022

Self Declaration

This is to certify that, the information, report true copies of the supporting documents, numerical data and weblinks furnished in this file are verified by IQAC and the head of the institution and found correct.

Hence this certificate is issued.

Dr. K.D. Meghe
IQAC Coordinator



Dr. J.D. Wadate
Principal

Phone: (O) (0712) 2422759, 2454193, Fax: (0712) 2454193

E-mail: dhanwatanationalcollege@yahoo.com ■ Website: <http://dhanwatanationalcollege.com>

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Dhanwate National College
Congress Nagar, Nagpur

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Bangalore



6.5- INTERNAL QUALITY ASSURANCE SYSTEM

6.5.2 - THE INSTITUTION REVIEWS ITS TEACHING LEARNING PROCESS, STRUCTURES & METHODOLOGIES OF OPERATIONS AND LEARNING OUTCOMES AT PERIODIC INTERVALS THROUGH IQAC

SET UP AS PER NORMS AND RECORDED THE INCREMENTAL IMPROVEMENT IN VARIOUS ACTIVITIES

This document includes:

Policy Document for Continuous Internal Evaluation (CIE)

Academic Calendar 2022-23

Sample documents of Assignment & Class Tests



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Date: 12 / 06 / 2022

Policy document for Continuous Internal Evaluation (CIE)

Introduction

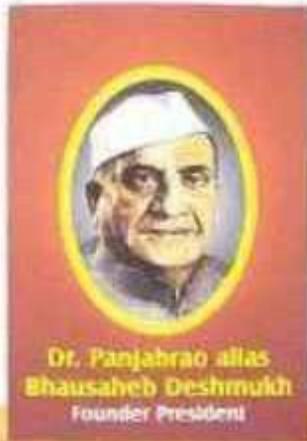
Continuous Internal Evaluation (CIE) is an essential component of the educational process at Dhanwate National College. This policy outlines the guidelines and procedures for implementing a robust and fair CIE system to assess students' academic progress and growth throughout their courses. The purpose of this policy is to foster a culture of continuous learning and improvement while ensuring the students' holistic development.

1. Objectives:

The objectives of the Continuous Internal Evaluation Policy are as follows:

- To assess students' understanding, knowledge, and skills consistently throughout the academic term.
- To provide timely feedback to students, enabling them to improve their performance and learning outcomes.
- To encourage active student engagement, participation, and self-assessment in the learning process.
- To monitor and enhance the quality of teaching and learning practices at Dhanwate National College





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2. Components of Continuous Internal Evaluation:

The Continuous Internal Evaluation at Dhanwate National College comprises various components, which may include but are not limited to:

- **Classroom Assessments:** Regular quizzes, tests, or short assessments conducted during class hours to evaluate students' understanding of the subject matter.
- **Assignments:** Students may be required to submit individual Assignment on specific topics to assess their analytical and problem-solving skills.
- **Presentations:** Students may be asked to deliver presentations on relevant subjects to improve their communication and presentation abilities.
- **Class Participation:** Active class participation, discussions, and contribution to group activities can be considered as part of the evaluation process.
- **Attendance:** Regular attendance may be considered as a component of the CIE to encourage consistent engagement in the learning process.

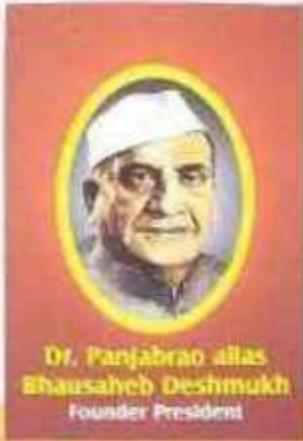
3. Weightage and Grading:

- Each component of the Continuous Internal Evaluation will carry specific weightage towards the final grade of the course. The weightage assigned to each component will be communicated to the students at the beginning of the academic term.
- The grading criteria will be transparent, fair, and consistent across all courses. Grading will be based on both qualitative and quantitative parameters, ensuring a comprehensive evaluation of the students' performance.



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4. **Feedback and Reporting:**

- Timely feedback is an integral part of the CIE process. Faculty members are encouraged to provide constructive feedback on students' performance, highlighting their strengths and areas for improvement. Feedback should be clear, specific, and actionable to facilitate students' growth and learning.
- Periodic reports on students' progress will be shared with both the students and their guardians and discuss lively in the students parent teachers meeting regularly.

5. **Academic Integrity:**

- Maintaining academic integrity is of utmost importance in the CIE process. Any form of cheating, or academic misconduct will not be tolerated. Students found engaging in such activities will be subject to appropriate disciplinary actions, as per the institution's code of conduct.
- Review and Improvement
- This policy will be reviewed periodically by the Dhanwate National College academic committee to ensure its effectiveness and relevance. Necessary improvements will be made based on feedback and changing educational trends and needs.





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6. Internal Examination Process:

- **Assignment Questions:** At the end of each semester, subject teachers will prepare assignment questions for their respective subjects. These questions will be designed to assess students' knowledge, understanding, analytical abilities, and problem-solving skills related to the course content.
- **Evaluation Committee:** An Internal Examination and Evaluation Committee will be formed, comprising experienced faculty members from respective departments. This committee will oversee the entire evaluation process, ensuring its integrity and adherence to the university's guidelines.
- **Allocation of Marks:** Each assignment will carry a maximum of 20 marks. The subject teachers will assign marks to students' responses based on the evaluation criteria provided by the university.
- **Evaluation Norms:** The evaluation committee will ensure that all assignments are graded fairly and consistently according to the norms and guidelines specified by the RTM Nagpur University.



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7. Conclusion:

- The Continuous Internal Evaluation Policy at Dhanwate National College aims to promote a learning-centric environment, fostering academic excellence, and supporting students' holistic development. By adhering to this policy, faculty, students, and the institution as a whole contribute to a culture of continuous improvement and excellence in education.
- Dhanwate National College, Nagpur encourages all stakeholders to familiarize themselves with this policy and collaborate in its successful implementation.

Dr. J. D. Wadate
Principal
Dhanwate National College, Nagpur





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ACADEMIC CALENDAR FOR 2022-2023

| Sr. No | Month | Proposed Date | Proposed Activity | Organizer Department |
|---------------|--------------|----------------------------|--|------------------------------|
| 1 | June | 3rd Week | Tree Plantation | IQAC |
| | | 4th Week | International Yoga Day Rajarshi Shahu Maharaj Jayanti | Sports Jayanti-Punyatithi |
| 2 | July | 2nd Week | World Population Day | NSS |

| | | | | |
|---|-----------|--|---|---|
| 3 | August | 1st Week 2nd Week 3rd Week 4th Week | Annabhau Sathe Birth Anniversery Student Induction Program Inauguration of Study Circle Flag Hosting – Independence Day Collegiate Elocution Competition Sanskrit Day/Shlok Pathan Competition | Jayanti-Punyatithi IQAC Art's Commerce Sports Cultural Sanskrit |
| 4 | September | 1st Week 2nd Week 3rd Week 4th Week | Teacher's Day Collegiate Elocution Competition Commerce Bridge Course Celebrating S.R. Ranganathan Day Memorial Guest Lecture on M.M.Lanjewar Lecture on Enterpreneurship Cleanness Drive Karmavir Bhaurao Patil Jayanti D. Laxminarayan Memorial Day | Cultural Cultural Commerce Department Library IQAC & Jayanti – Punyatithi Committee NSS Jayanti –Punyatithi Jayanti –Punyatithi |
| 5 | October | 1ST Week 2nd week | Debate Competiton Swacch Bharat Abhiyan Mission Mahatma Gandhi Jayanti Lal Bahadur Shastri Jayanti Rashtrasant Tukdoji Maharaj Punyatithi | Library & Times of India Group NCC Jayanti –Punyatithi Jayanti –Punyatithi |

| | | | | |
|---|----------|--|--|---|
| | | | Visit to Central Jail Book Review Competition Book Talk Competition Dr.A.P.J Abdul Kalam Vachan Prerna Day अभिनय स्पर्धा आंतर महाविद्यालय कवी संमेलन संस्कृत संभाषण दिन Best out of West Training Programme on Nature Conservation Language Literacy Quiz Diwali Vacation 20/11/2022 To 30/10/2022 | Sociology Library Library Library Marathi Marathi Sanskrit Geography English Vacation |
| 6 | November | 1st Week 2nd Week 3rd Week 4th Week | Guest Lecture Inter Collegiate Story Telling Competition Certificate Course on व्याकरण, निवेदन शैली Faculty Development Programme(FDP) Quiz Competition World Philosophy Day Winter Vacation 19/11/2022 To 07/12/2022 Sanvidhan Day Mahatma Fule Death Anniversary | Library & Times of India Group English Marathi IQAC and Library Geography Philosophy Vacation Jayanti –Punyatithi Jayanti –Punyatithi |
| 7 | December | 1st Week | Winter Vacation 19/11/2022 To 07/12/2022 | Vacation |

| | | | | |
|---|---------|---|---|---|
| | | <p>3rd Week</p> <p>4th Week</p> | <p>Debate & Quiz Competition</p> <p>Commerce Fair</p> <p>Dr.B.R.Ambedkar Mahaparinirvan Diwas</p> <p>Internal Assessment (Viva-Voce)</p> <p>Guest Lecture</p> <p>Field Visit</p> <p>Visit to Orphanage</p> <p>Visit to Vidhan Bhavan</p> <p>Visit to Vidhan Bhavan</p> <p>Virtual Lecture</p> <p>University Examination</p> <p>Essay Competition</p> <p>Sant Gadge Baba Punyatithi</p> <p>Inter Collegiate Debet Competition</p> <p>Inter Collegiate Elocution Competition</p> <p>Inter Collegiate Quiz Competition</p> <p>Inter Collegiate Geet Gayan Competition</p> <p>Inter Collegiate Essay Copetition</p> <p>Dr. Panjabrao Deshmukh Jayanti Samaroh</p> | <p>Library and Times of India Group</p> <p>Commerce</p> <p>Jayanti –Punyatithi</p> <p>All Department</p> <p>Sanskrit</p> <p>History</p> <p>Sociology</p> <p>Political Science</p> <p>Jayanti - Punyatithi</p> <p>Cultural</p> <p>Cultural</p> <p>Cultural</p> <p>Cultural</p> <p>Cultural</p> <p>Cultural</p> <p>Cultural</p> <p>Jayanti Punyatithi</p> |
| 8 | January | <p>1st Week</p> <p>2nd Week</p> | <p>Kranti Jyoti Savitribai Fule Jayanti</p> <p>नवीन अभ्यासक्रमावर आधारीत चर्चासत्र</p> <p>आभासी व्याख्यान</p> | <p>Jayanti Punyatithi</p> <p>Marathi</p> <p>Marathi</p> <p>Marathi</p> |

| | | | | |
|----|----------|--|---|---|
| | | 3rd Week 4th Week | मराठी भाषा पंधरवडा (साहित्यातील अभिनव स्पर्धा) Industrial Visit to Times of India Press at Butibori Study Tour Geography Presentaion on Historical Drama Film Showing on Constitution Swami Vivekanand Jayanti Geography Day / Guest Lecture Conference / Seminar Organized Votes Day Flag Hoisting - Republic Day | Library and Times of India Group Geography History Political Science Jayanti - Punyatithi Geography Dept. Commerce NSS Sports |
| 9 | February | 1st Week 2nd Week 4th Week | NSS State Level Camp Educational Tour PPT Competition Guest Lecture मराठी भाषा दिन | NSS Social Science and Humanities IQAC Library and Times of India Group Marathi |
| 10 | March | 1st Week 2nd Week | Expert Talk Series International Women's Day | Commerce Women Cell |
| 11 | April | 2nd Week | Internal Assessment (Viva - Voce) Mahatma Fule Birth Anniversary | Jayanti-Punyatithi |

| | | | | |
|-----------|-----|----------------------------|--|--|
| | | 4th Week | Dr. Ambedkar Jayanti Rastrasant Tukdoji Maharaj Jayanti | Jayanti-Punyatithi Jayanti-Punyatithi |
| 12 | May | 1st Week | Maharastra Din University Examination | |

Dr.K.D. Meghe
Co-ordinator,IQAC

Dr. J. D. Wadate
Principal, DNC



Sample Document of Assignment



Shri Sivaji Education society Amravati's
Dhanwate National College

Congress Nagar, Nagpur

CERTIFICATE

Name of Department: Commerce

Academic Session: 2022 - 2023

This is to certify that this Assignment, contains the Bonafide Record of Shri/
Kumari/Shrimanti ACHAL DINES RAUT
of B.Com 1st Year (Semester II) during the academic Session
2022-2023. The Topic of assignment is
Skill development Dated 20/04/2023.

Total Marks 18

Signature of the Teacher

Head of the Department
Professor & Department
Department of Commerce
Dhanwate National College, Nagpur

Note: In absence of certificate for Assignment shall not be allowed to appear for the examination.

Q1. What do you mean by soft skill & hard skill?
differentiate between them.

Ans: A soft skill is a personal attribute that supports situational awareness and enhances an individual's ability to get a job done. The term soft skills is often used as a synonym for people skills or emotional intelligence.

Q2. What exactly are soft skills?

• soft skills are personal attributes needed for success on the job.

- 1) Time management
- 2) Networking
- 3) Team work
- 4) Creative Thinking
- 5) Conflict resolution.

* Hard skills

Hard skills, or technical skills are learned through education or hands-on experience. These are concrete measurable abilities that are often specific to a job you can demonstrate your proficiency in hard skills through relevant certifications portfolios, skill assessment tests and

Completed work.

- 1) Bilingual or multilingual 2) Statistical analysis
 3) Typing speed 4) Languages
 5) Accounting

* Soft skills & Hard skills

Differentiate between them.

| Hard work skills | Soft skills |
|---|---|
| <p>1) Hard skills are specific and quantifiable Technical knowledge or Job related abilities education training, or hands on experience. Can develop these skills they are objective and measurable. This makes it easy to assess a person's skills in a particular Area.</p> | <p>1) Soft skills also known as interpersonal people or social skills are Non Technical personal attributes they are Qualities that help effective communication collaboration, and Interactions with others. These skills are generally subjective and less quantifiable. They reflect and</p> |

Individuals intelligence and social awareness developing. These attributes can enhance both professional and personal relationships.

Some examples are
Hard skills include

- Data mining
- Data Management
- Design
- Coding & programming
- IT and Computer skills
- Engineering skills
- Network security
- Mobile development
- Certifications
- Machine Learning

Some examples of soft skills include

- Communication
- Empathy
- Teamwork
- Leadership
- Problem Solving
- Active listening
- Stress Management
- Time Management
- Organization
- Critical Thinking

- | | |
|-------------------------|------------------------|
| • Storage System | • Openmindedness |
| • Storage Management | • Dependability |
| • User Interface | • Willingness to learn |
| • Digital Marketing | • Conflict resolution |
| • Statistical Analysis. | • Integrity |

Que 2. Explain the concept of team building. Write the stages involved in it.

Ans 3 Team building is an ongoing process that helps a work group evolve into a cohesive unit. The team members not only share expectations for accomplishing group tasks, but trust and support one another and respect one another's individual differences.

• Team building definition :

Team building (or "Teambuilding") refers to the process of establishing and developing a greater sense of collaboration and trust between team members. Interactive exercises, team assessments, and group discussions enable groups to cultivate this greater sense of teamwork.

* Five stages of team building.

1) Forming → The forming stage occurs when team members first come together as a team.

2) Storming → During the storming stage, teams discover teamwork

Teacher's Signature : _____

Sample Document of Class Test

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**Dr. PANJABRAO DESHMUKH INSTITUTE OF
 MANAGEMENT TECHNOLOGY AND RESEARCH**
 Dept. of Dhanwate National College, Congress Nagar, Nagpur - 440 012

Handwritten marks and scribbles in the top right corner.

Name of the Student : Pratiksha Tawade

Examination : MBA 2nd sem Roll No. :

Subject : Human Resource Management No. of Additional Books Used :

Sign. of Invigilator : Sign. of Student Kiciwade

INSTRUCTIONS FOR STUDENTS

- Write your NAME AND ROLL NUMBER IN THE BOX provided.
- Write the CORRECT QUESTION NUMBER IN THE MARGIN.
- Write the PARTICULARS ABOUT THE EXAMINATION AND SUBJECT.
- Do Not Keep any MATERIAL THAT MAY BE CONSTRUED AS BEING OF UNFAIR ASSISTANCE TO YOU IN THE EXAMINATION.
- You are EXPECTED TO OCCUPY YOUR SEAT 15 MINS. BEFORE THE EXAM. SCHEDULE.
- You must SIT ACCORDING TO YOUR ROLL NO.
- You are NOT PERMITTED TO LEAVE THE EXAMINATION HALL FOR 2 HOUR FROM THE COMMENCEMENT OF EXAM.
- STUDY MATERIAL, MOBILE PHONE ETC. SHOULD BE DEPOSITED WITH THE INVIGILATOR.

FAILURE TO COMPLY WITH THE RULES WILL BE VIEWED SERIOUSLY

(For use of Examiners only)

| Qn. No. | For Examiners to award Section Marks for Sub-Division | | | | | | Remarks |
|------------------------|---|---|---|---|---|---|---------|
| | a | b | c | d | e | f | |
| 1 | | | | | | | |
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| 13 | | | | | | | |
| Total | | | | | | | |
| Grand Total in Figures | | | | | | | |
| Grand Total in Words | | | | | | | |

Name of the Examiner in Block Letters.

Signature of the Examiner

D-1

A.

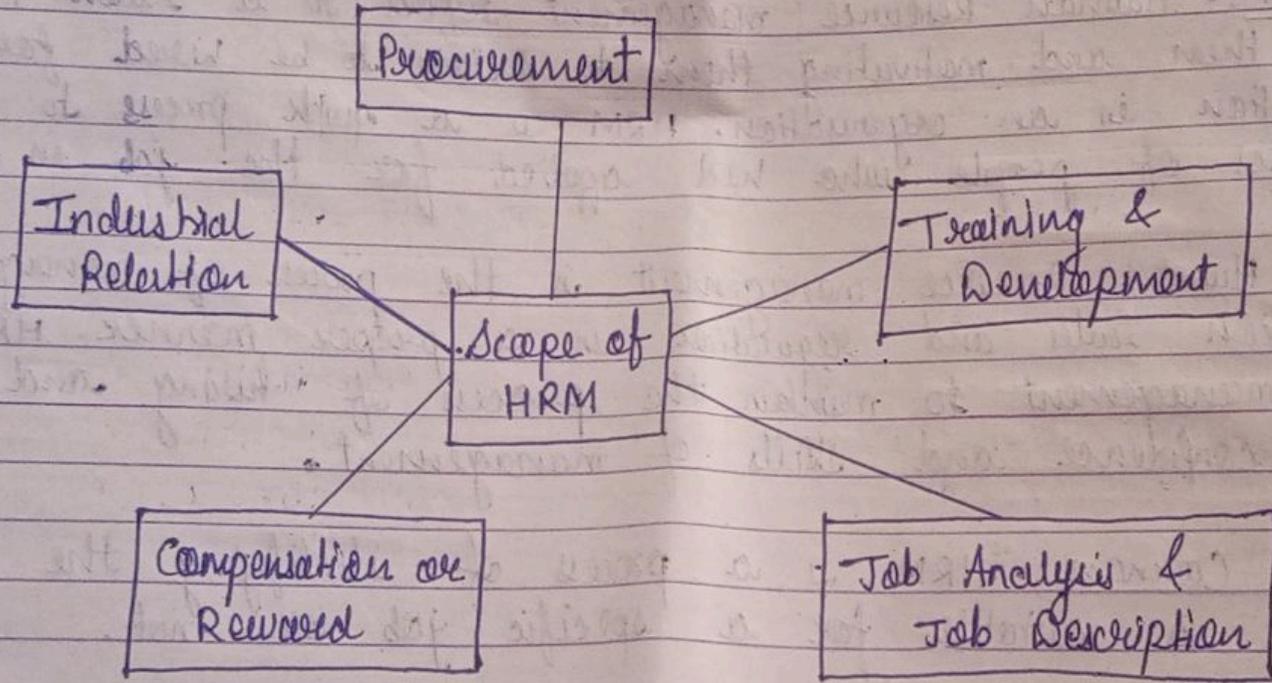
Ans: Introduction :- Human Resource management refers to a talent, training, developing them and motivating them to sustain to be hired for the vacant position in an organisation. HRM is a quick process to identify the characteristics of people who had applied for the job in an organisation.

Human Resource management is the process of managing the organization rules and regulation in a proper manner. HRM is a resource of management to maintain the process of hiring and joining them by their confidence and skills of management.

According to Cannon; "HRM is a process of identifying the peoples characters is suitable for a specific job or not."

Human Resource management has different strategies of work and planning to the proper position in an organization. Human management is a manage to various types of Resources and implement it on a better position. Here are the some scope, objectives and functions of HRM are as follows :-

Scope of HRM :-



Procurement :- HRM helps to procure the process of management in a good condition. This is a process in which we identify the persons characteristics and the skills which is suited for the position in an organisation or not with a proper human Resource management.

2) Training & Development :- This is a scope where we give training to the persons who are shortlisted for to position and with a proper skills for that position. And also development is used to increase their potential for the work and dedication for that.

3) Job Analysis & Job Description :- To analysis a job we first identify that it is matching our skills or not and then we go through the job description where we check the fulfillment of our needs and satisfaction of that job for us.

4) Compensation & Reward :- After the selection process and giving our best to organization we received some compensation & Reward for the particular position where we

5) Industrial Relations :- There are different different types of industries through which we have make our relation better with them.

The functions of HRM are as follows

Function of HRM

Managerial Function

- Planning
- Organising
- Directing
- Co-ordinating
- Controlling

Operational function

- Human Resource development
- Human Resource strategies
- Execution
- Critical thinking

Functions of HRM

1) Managerial functions :- In HRM managerial function is one of functions in which we identify the managing power of a program in an organization. There are sub-points in which managerial functions occur.

- a) Planning :- To manage the HRM there should be proper planning to execute it and perform well in the organization. Planning is the part of strategy to start the program.
- b) Organising :- Organisation needs a maintenance of a organising of a particular task in a management term and implement it in a organising manner.
- c) Directing :- For any organisation there should be a director to direct the program and shows the right path for it when to execute ~~and~~.
- d) Co-ordinating :- HRM is a part of co-ordination while it is used for each and every employees to maintain proper relation with each other.
- e) Controlling :- HRM has control of organization to identify the characteristics of people for the organization.

2) Operational function :- This function is sub-divided in parts as follows :-

- a) Human Resource development :- Developing a human resource. The management should be proper and maintained. Human Resource Development means developing the skills of person and for the organization.
- b) Human Resource strategies :- strategies are which we use for the process of human resource for management and development of the strategies of peoples.
- c) Employment :- In human resource management there is lot of employment. There are different strategical employment of the resource.

Objectives of HRM are as follows :-

- To increase the quality and quantity.
- To fulfil the organization productivity.
- To maintain the work force of a life of work.
- To improve the productivity.
- To Enhance the skills.
- To Maintain Proper Relation.

14

Q.2

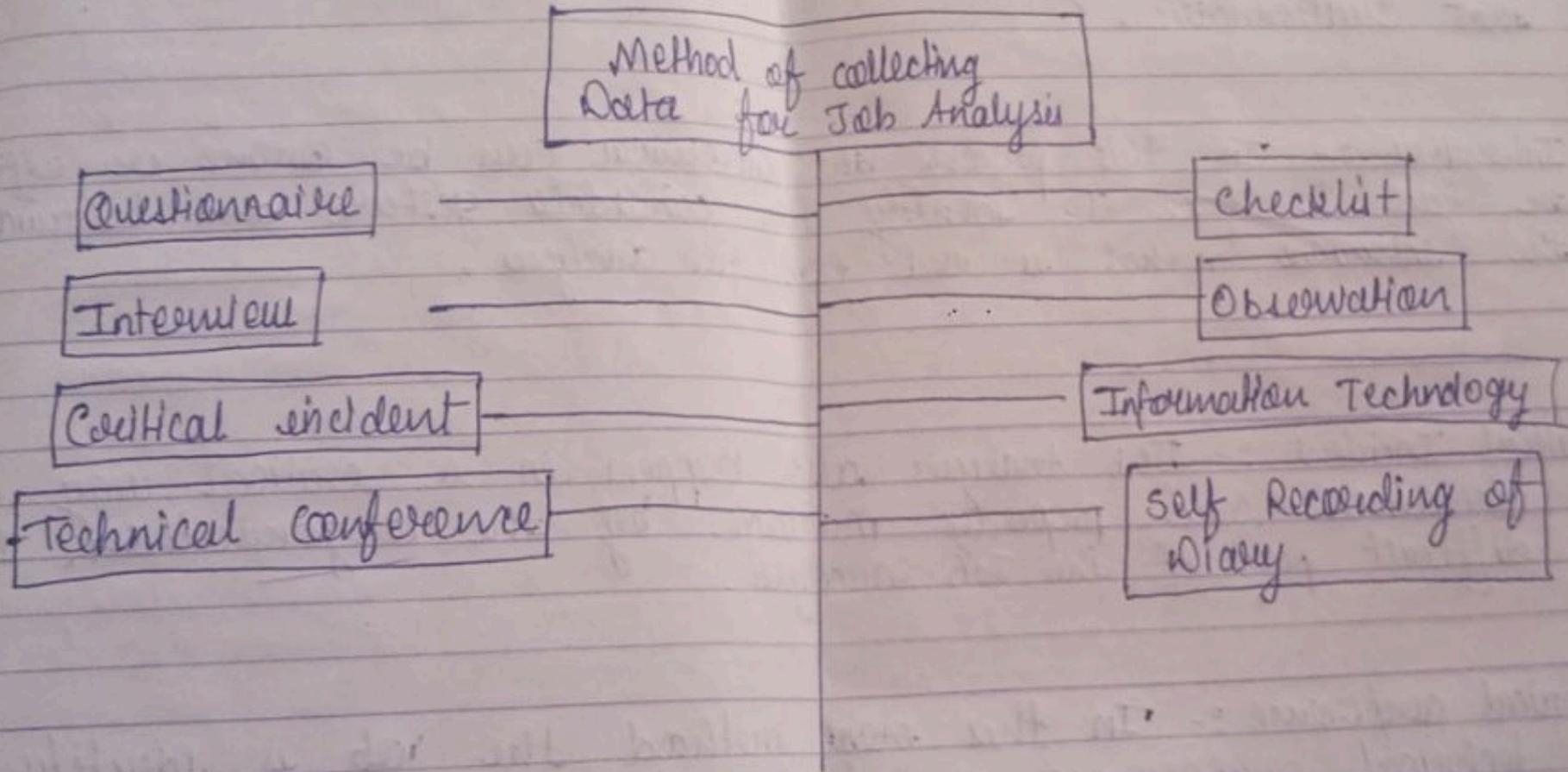
A]

Ans. Introduction :- Job Analysis refers to a organised study of job and sustain for a particular position of job. To apply for any job first we analyse it that it is fit for us or not. The skills are matching to job role or not. To Analyse it we can improve our eligibility criteria.

According to Edwin, B. Flippo, "Job Analysis is a organised study of job in a particular management."

Job Analysis is a human resource part through which we start analysis the organization resources to fulfill the needs for that position and also improve our skills for betterment of job. To Analyse ~~is job~~ a various part of job and the strategies of Human Resource Management.

Methods of collecting data for Job Analysis



1) Questionnaire :- Job Analysis can be identify by fulfilling the Questionnaire in which our ~~at~~ like and dislike ~~is~~ properly mention and an overview of the introduction of ourself is mention in that Questionnaire.

2) Interview :- In this process the interview can be online or offline or face to face. To identify the candidate gesture and behaviour the interview method is used for job analysis.

3) Critical Incident :- Job Analysis also happen in a critical way like a incidence and properly manage by the organisation. It is a difficult part of the Job analysis.

4) Technical conference :- In this ~~and~~ method the job is identify by the technical conference ~~at~~ between two or more peoples in a technical way.

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Name of the Student :

Examination :

Subject :

Sign. of Invigilator :

Roll No. :

Suppliment No. :

Sign. of Student

5) checklist :- Job analysis also analyse a job in a rank manner.

analyse by the method of which is some first and

6) observation :- To observe any job there should be the observation of a proper content of a job.

7) Information technology :- Technology is used for the job analysis in a informative process.

8) Self-Recording of Diary :- Job analysis is a process where we can self-record our introduction in a diary.

Q.4

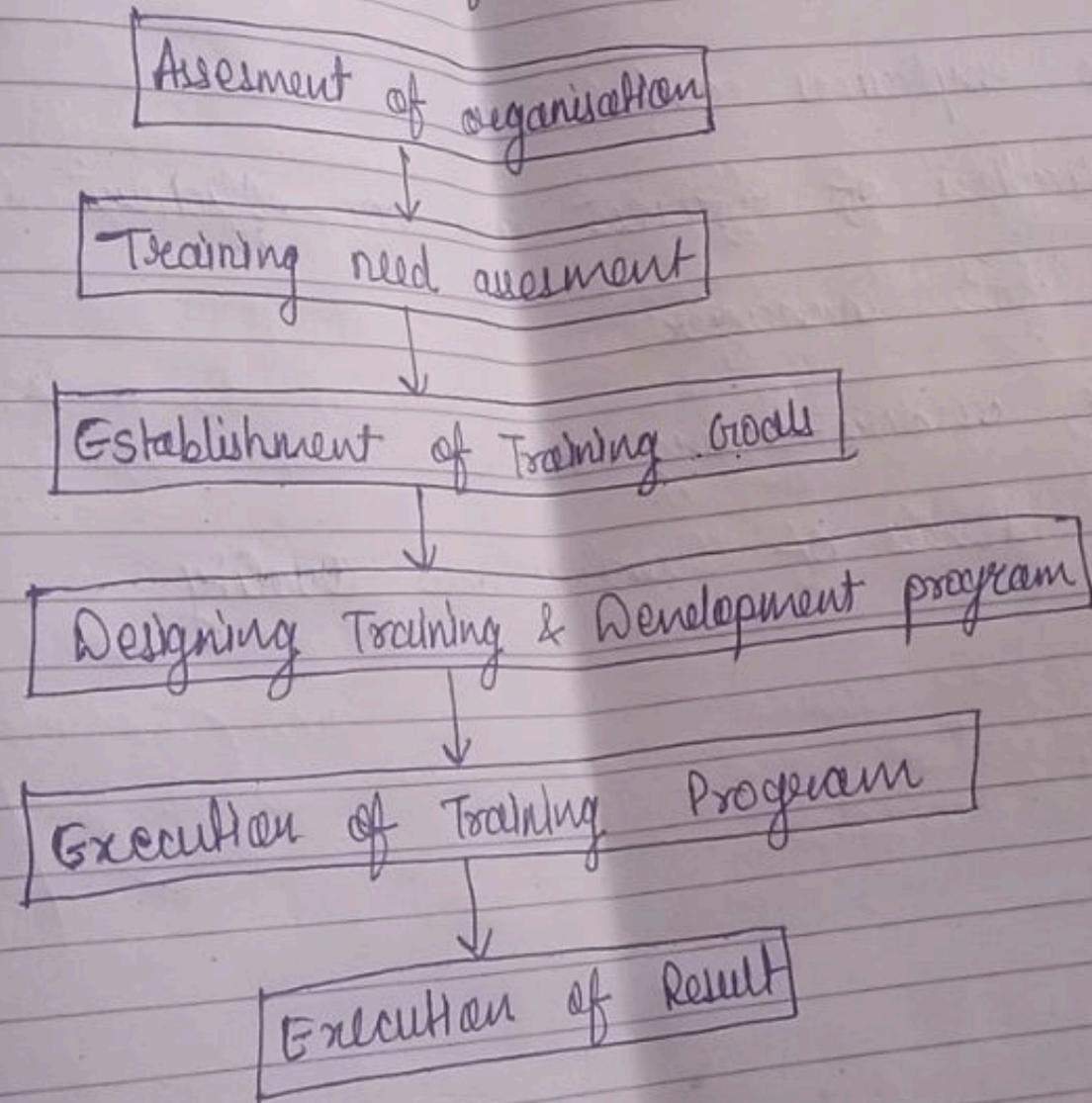
A)

Ans. Introduction :- Training is a process where a learn the rules and regulation of an organization in a particular manner.

Training is a part to make ~~me~~ oneself a proper skilled person to fit for the particular position in a job.

Definitation :- Training means to give knowledge about the organization and implement it in a proper way in the organization.

The process of Training are as follows.



Importance of Training are as follows:-

- 1) 1) Increase employees confidence
- 2) 2) Identification of efficient and non-efficient employee
- 3) 3) Useful for managers
- 4) 4) Improves understanding Power
- 5) 5) Improved levels of Quantity and Quality.

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