

MAPC FOCUS

032

**Human Resource
Development**

www.mapchelp.com

MUST READ for Dec 2019 Exam

Please note that these are

MUST READ TOPICS

and

NOT THE ONLY READ Topics

Also, the Guesses are

not expected to be exact

I used my logic of analysis

and you can

follow it at your discretion

Just one request....kindly don't ask for
any clarification regarding this document

Please use it as per your understanding

Thank you!!

MUST READ for Dec 2019 Exam

Success Rate of MAPC Focus for Dec 18 Exam			
With Options		Without Option	
Out of 79 Marks		Out of 50 Marks	
Marks	Percentage	Marks	Percentage
61	77%	44	88%

Success Rate of MAPC Focus for June 19 Exam	
Without Option (Out of 50 Marks)	
Marks	Percentage
38	76%

MUST READ for Dec 2019 Exam

HUMAN RESOURCE DEVELOPMENT

Year	Block 1	Block 2	Block 3	Block 4
June 15	10,6,6,3	10,6,3	10,6,3	10,6
	32%	24%	24%	20%
Dec 15	10,6,3	10,6,6,3	10,6,3	10,6
	24%	32%	24%	20%
June 16	10,6,3,3	10,6,6	10,6,3	10,6
	28%	28%	24%	20%
Dec 16	10,10,6,6,6	10,6	6,3	10, 3,3
	48%	20%	12%	20%
June 17	6,3	10,10,6,3	10,6,3	10,6,6
	11%	37%	24%	29%
Dec 17	6,3	10,10,10,6,6,6,3	10,3	6
	11%	65%	16%	8%
June 18	10,6,6,3	10,6,3	10,6,3	10,6
	32%	24%	24%	20%
Dec 18	10,6,6,3,3	10,6	10,6,3	10,6
	35%	20%	24%	20%
June 19	6	10,6,6	10,6,3,3	10,10,6,3
	8%	28%	28%	37%

1 st Priority	
Block	Unit
1	3,4
2	2,3
3	**
4	1
46% of Questions	
36 Marks	

2 nd Priority	
Block	Unit
1	**
2	1,4
3	1,3,4
4	3
36% of Questions	
28 Marks	

3 rd Priority	
Block	Unit
1	1,2
2	**
3	2
4	2,4
18% of Questions	
15 Marks	

It has been observed that **Block 1 & 2 are the most important** as more than 3/5 questions in the exam comes from this only, so you should not miss these Blocks at any cost

MUST READ for Dec 2019 Exam

Block-1 Human Resource Planning

Unit 1 – Assessment of Human Resource in Organisation and Human Resource Planning

- Human Resource Planning
- Relationship of HR Strategy to Business Strategy
- Talent Inventory
- Forecasting Workforce Supply and Demand

Unit 2 -Human Resource Management

- Strategic Human Resource Management
- Strategic HRM: Some Theoretical Perspectives
- Integrating HR into Strategic Planning
- Benchmarking HR Practices

Unit 3 - People Dimensions in HR and Short Term Human Resource Planning

- Big Five Personality Traits
- Other Personality Traits & Attitudes in Organizations
- Basic Structure of Attitude
- Key words related to attitudes
- Perception in Organisations
- The Creative Individual &
- Enhancing Creativity in Organisations
- Dysfunctional Behaviour
- Method to Overcome Dysfunctional Behaviour
- Employee Choice Plans
- Subcontracting & The Downsizing Plan

Unit 4 - Short Term Programmes in Human Resource and Evaluation

- Short Term Programmes in Human Resource Planning
- Cross Cultural Training
- Diversity & Apprenticeship Training
- Voice Training

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Block-2 Step in Human Resource Management

Unit 1 - Introduction to Human Resource Management, Planning and Management

- Human Resource Management
- Functions of Human Resource Management
- The Objectives of Human Resource Management
- Aims of Human Resource Planning
- Common Activities of Management
- Principles of Management
- Management as a Social Process

Unit 2 - Training and Development

- Need for Training and Development
- Techniques and Methods of Training and Development
- Cognitive Methods
- Behavioural Methods
- The Assessment of Training Needs

Unit 3 - Workforce Diversity and Multicultural Factors

- Reasons for the Emergence of Diversity
- The Value of Diversity
- Managing Diversity
- Individual Approaches to Managing Diversity
- Characteristics of Multicultural Organisation
- Stages in the Creation of a Multicultural Organisation

Unit 4 - Globalisation and Changing Economy and their Effects on HRM

- Globalisation
- HRM: Role in Changing Environment
- Dilemmas Faced By HR Head
- New Trends in International HRM

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Block-3 Human Resource Laws	
Unit 1 - Intellectual Property Rights	
<ul style="list-style-type: none"> • Concept of Intellectual Property Rights • Objective of Intellectual Property Rights • Emerging Issues of Intellectual Property Rights 	
Unit 2 - Labour Laws (Indian and International)	
<ul style="list-style-type: none"> • The Industrial Disputes Act (1947) • Trade Union Act (1926) • Workmens Compensation Act (1923) • Minimum Wages Act (1948) • Core Conventions 	
Unit 3 - Laws Related to Work Place Violence and Harassment	
<ul style="list-style-type: none"> • Definition and Meaning of Work Place Violence • Types of Work Place Violence • Effects of Work Place Violence • Preventing and Stopping Work Place Violence • Counselling • Work Place Harassment • Work Place Bullying • Types of Work Place Bullying • Sexual Harassment in Work Place 	
Unit 4 - Laws Related to Human Rights Violation	
<ul style="list-style-type: none"> • Right to Equality • Right to Freedom • Right to Freedom of Religion • Human Rights Violation • Strategies, Laws and Responses against Human Rights Violation 	

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For **STATISTICAL DATA ANALYSIS**
of your MAPC IGNOU Research project work

send your...



- Synopsis
- Questionnaire
- Data file (Excel)

to

mapchelp@gmail.com

You will get

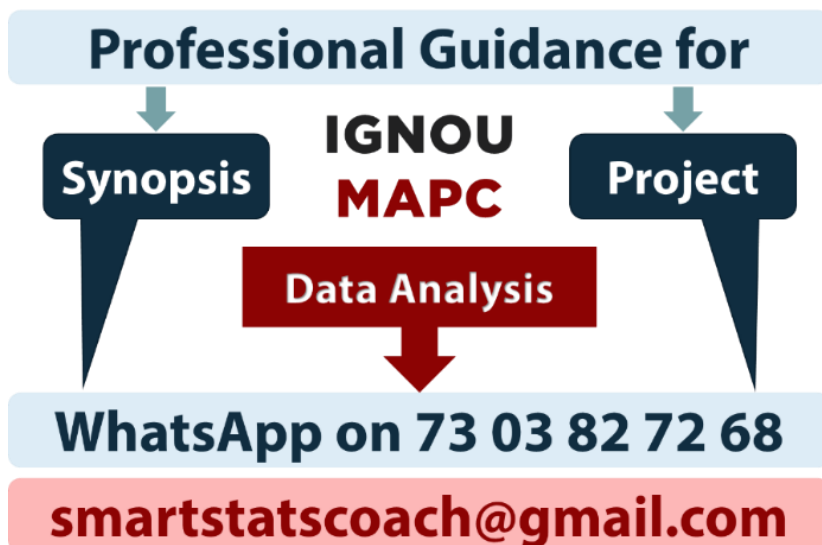
- Data analysis with graphs
- Interpretation of analysis
- Standard format for writing analysis
- Explanation of analysis for viva

 73 03 82 72 68

*Personal visit not required for data analysis
All communication will be only through mobile & email*

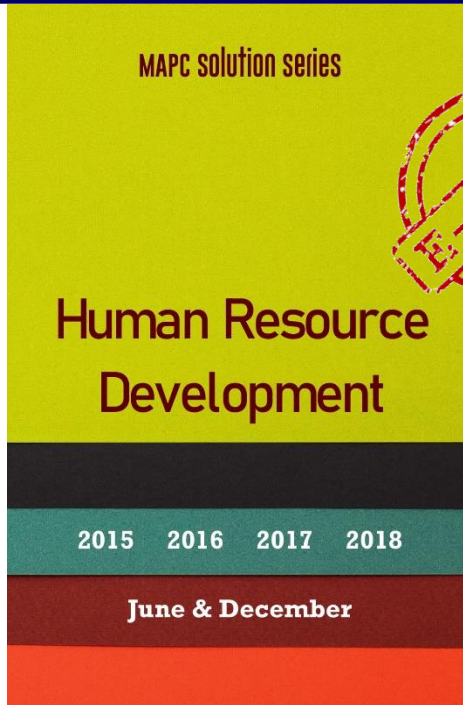
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Block-4 Importance of HR Planning	
Unit 1 - Goals and Objectives of Human Resource Planning, Corporate Social Responsibility	<ul style="list-style-type: none"> • Concept of Corporate Social Responsibility (CSR)
Unit 2 - Business Strategy and Operational Strategies (Technology and Innovation in Hrs)	<ul style="list-style-type: none"> • Business Strategy for HR Leaders • Operational Strategies in a Business Plan
Unit 3 - Retention of Qualified and Technical Personnel (Competency Mapping and Performance Appraisal)	<ul style="list-style-type: none"> • Performance Appraisal • Strategies for Retention of Employees
Unit 4 - Planning Investment in Development (Including Corporate Counseling)	<ul style="list-style-type: none"> • Human Resource Development (HRD) • Concept of Human Resource Development • Strategies of Human Resource Development



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MPCE032 – All 9 Solved Question Papers



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Dec 18 Exam

76%

June 19 Exam

82%

Questions were from previous year question papers