

MPEC - 032 Human Resource Development

December 2020 Exam



EXAM **FOCUS**

Disclaimer

Please note that all the suggestions and observations are based on the STATISTICAL analysis of the previous year question papers. So studying only books/blocks/units/points given in this booklet may be risky, as University can change the question paper pattern and questions at any time.

Further, all marking details and patterns related to respective exam and blocks are exhibited for respective subjects so that one can easily make decisions/assumptions and follow the same for the study.

Though important books/blocks/units/points are given in this booklet but it is strongly advisable to go through the entire content provided by the University.

Please note that these are
MOST IMPORTANT TOPICS/UNITS

and

NOT THE ONLY IMPORTANT Topics/Units

Also, the Guesses are

not expected to be exact

We used our logic of analysis and you can

follow it at your discretion

Kindly don't ask for any clarification regarding this document

Please use it as per your understanding

Thank you!!

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Highest Marks	2 nd Highest Marks	3 rd Highest Marks	Lowest Mark
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Year and Month of Exam

4 Blocks of the subject.. Normally every subject is having 4 blocks or books

Year	Block 1	Block 2	Block 3	Block 4
June 15	10,3,3	10,6,6,3	10,10	6,6,6
	20%	32%	25%	23%
Dec 15	10,6,3,3	10,6	10,6,3	10,6,6
	28%	20%	24%	28%
June 16	6,6,3	10,10,10,6	6,3	10,6,3
	19%	46%	11%	24%
Dec 16	10	10,6,6,6,3	10,6	10,6,3,3
	13%	39%	20%	28%
June 17	10,6,3	10,6,6,3	10,6,3	10,6
	24%	32%	24%	20%
Dec 17	10,6,6,3,3	10,6	10,6,3	10,6
	36%	20%	24%	20%
June 18	10,6,6,3,3	10,6	10,6,3	10,6
	36%	20%	24%	20%
Dec 18	10,6,3	10,6,6,3	10,6,3	10,6
	24%	32%	24%	20%

Marks in the exam In new exam pattern...
 4 ques of 10 marks 5 ques of 6 marks
 & 3 ques of 3 marks ..are normally
 asked

Weightage of each Block
 in that respective exam

Past Performance

Important Chapters/Units

Success %						
Name of the Subject	Dec 17	June 18	Dec 18	June 19	Dec 19	June 20
Organizational Behaviour	100%	100%	94%	100%	100%	100%
Human Resource Development	94%	88%	100%	94%	96%	94%
Organizational Development	100%	88%	100%	100%	100%	100%

Past Performance

Important Topics

	Success %			
Name of the Subject	Dec 18	June 19	Dec 19	June 20
Organizational Behaviour	76%	88%	100%	86%
Human Resource Development	88%	76%	94%	82%
Organizational Development	88%	100%	90%	100%

Past Performance

Question Repeats % in Exam

Name of the Subject	Question Repeats %			
	Dec 18	June 19	Dec 19	June 20
Organizational Behaviour	76%	82%	100%	100%
Human Resource Development	76%	82%	94%	100%
Organizational Development	100%	100%	100%	100%



Delivery starts on
1st Aug 2020

IGNOU
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Rs 125 per
Subject

June 15
to
Dec 19

E-book

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SAMPLE DATA

Deeper Analysis shows priority of Units or Chapter of respective Blocks or books

1st Priority		2nd Priority		3rd Priority	
Block	Unit/Chapter	Block	Unit/Chapter	Block	Unit/Chapter
1	4	1	1,2	1	3
2	1,3	2	2	2	4
3	3	3	1	3	2,4
4	4	4	2,3	4	1
49% of Questions		35% of Questions		16% of Questions	
39 Marks		28 Marks		13 Marks	

Should not missed these Units at any cost to PASS the exam

Should not missed these Units at any cost to PASS the exam

Can study these Units for SCORING purpose only

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%
Dec 19	10,10	10,6,6,3	10,6,6,3,3	6
	25%	32%	35%	8%
June 20	10,6,6,3	10,10,3	6.6.3	10,6
	32%	29%	19%	20%

1st Priority		2nd Priority		3rd Priority	
Block	Unit/Chapter	Block	Unit/Chapter	Block	Unit/Chapter
1	4	1	3	1	1,2
2	1,2,3	2	**	2	4
3	**	3	1,3,4	3	2
4	**	4	1,3	4	2,4
38% of Questions		38% of Questions		24% of Questions	
30 Marks		30 Marks		19 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

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
- Integrating HR into Strategic Planning

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
- Time Management
- Evaluation of a Training Programme
- Methods of Evaluation

Please study all sub points unless and until specified

Block-2 Step in Human Resource Management

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

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

Unit 2 - Training and Development

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

Unit 3 - Workforce Diversity and Multicultural Factors

- Reasons for the Emergence of Diversity
- The Value of Diversity
- Managing Diversity
- Individual Approaches to Managing Diversity
- Organizational Approach to Managing Diversity
- Multicultural Factors

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
- Future role of HR Professionals

Please study all sub points unless and until specified

Block-3 Human Resource Laws

Unit 1 - Intellectual Property Rights

- Concept of Intellectual Property Rights
- Nature of Intellectual Property Rights
- Objective of Intellectual Property Rights
- Emerging Issues of Intellectual Property Rights

Unit 2 - Labour Laws (Indian and International)

- Distinctive Feature of Indian Labour Laws
- The Industrial Disputes Act (1947)
- Trade Union Act (1926)
- Workmens Compensation Act (1923)
- Minimum Wages Act (1948)
- Objectives of ILO
- Core Conventions

Unit 3 - Laws Related to Work Place Violence and Harassment

- 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

- Universal Declaration of Human Rights
- Laws Related to Human Rights in India
- Right to Equality
- Right to Freedom
- Right to Freedom of Religion
- Human Rights Violation

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)• Types of CSR• Significance of CSR
Unit 2 - Business Strategy and Operational Strategies (Technology and Innovation in Hrs)
<ul style="list-style-type: none">• Benefits of Operational Strategies in HR Planning• 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">• Strategies for Retention of Employees• Performance Appraisal• Methods of Performance Appraisal
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• Corporate Counselling

Ready Synopsis & Project

- ▶ Topic will be Ours
- ▶ It will cost Rs 5000 (Fixed Rate and No part payment)
- ▶ You need to take care of Guide (Go for Cooperative Guide)
- ▶ Synopsis within one week and Project after 6 months (before submission)
- ▶ No topic REPEATS
- ▶ Changes not allowed in ready synopsis & project
- ▶ If synopsis rejected.. Then new synopsis at no additional cost
- ▶ Synopsis and Project will be there in Word file
- ▶ Explanation of DATA ANALYSIS for VIVA
- ▶ Whatsapp on 7303827268

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*