Assignment # 1

স্কুল অব বিজনেস

MGD 3313

Bangladesh Open University

PGDM Program

Semester: 171 (3rd Level)

‡Kvm: Kgx e¨e¯vcbv (Personnel Management) *Rgv`v‡bi †kl ZwiL : wW‡m¤i 29, 2017*

(*G¨vmvBb‡g›U -Gi DËimgn-* **A4** *mv`v KvM‡R wk¶v_xi wbR n‡¯ †jLv Avek¨K***)**

1. K) Kgx e¨e¯vcbv wK? Kgx e¨e¯vcbvi Kvhvejx eYbv Ki“b|
   L) Kgx e¨e¯vcbvi AvËZv Ges ¸i“Ë eYbv Ki“b|

2. K) c` g‡¨vqb wK? c` g‡¨vq‡bi c×wZ¸‡jv eYbv Ki‡b|
   L) c` g‡¨vq‡bi mxgve×Zvmgn-e¨vL¨v Ki‡b|

3. K) Kgx msMn wK? Kgx msM‡ni cwµqv eYbv Ki‡b|
   L) Af¨šixb Kgx msM‡ni Drm eYbv Ki‡b|

ENGLISH VERSION

Due on: December 29, 2017

(***Assignment script is to be presented in the student's own handwriting and A4 size white paper)***

1. (a) What is Personnel management? Explain the functions of Personnel management.
   (b) Discuss the scope and necessity of personnel management.

2. (a) What is job Evaluation? Narrate the objectives of job Evaluation.
   (b) Explain the obstacles of job Evaluation.

3. (a) What is Recruitment? Describe the process of recruitment.
   (b) Describe the internal sources of recruitment.

Note: Submit your assignment to the Coordinator of the Study Center you are attached with.

Assignment # 2 | স্কুল অব বিজনেস | **MGD 3313**

Bangladesh Open University

PGDM Program

Semester: 171 (3rd Level)

‡Kvm: Kgx e¨e¯vcbv (Personnel Management) *Rgv`v‡bi †kl ZwiL : Rvbyqvwi 26, 2018*

(*G¨vmvBb‡g›U -Gi DËimgn-* **A4** *mv`v KvM‡R wk¶v_xi wbR n‡¯ †jLv Avek¨K***)**

1. K) Kgx wbevPb ej‡Z wK eSvq? Kgx wbevP‡bi bxwZgvjvmgn- Av‡jvPbv Kiæb|
   L) Kgx wbevPb Ges Kgx msM‡ni g‡a¨ cv_K¨ wK?

2. K) mvÿvrKvi ej‡Z wK eSvq? mvÿvrKv‡ii D‡Ïk¨mgn- e¨vL¨v Kiæb|
   L) mvÿvrKv‡ii bxwZgvjv Av‡jvPbv Kiæb|

3. K) cwkÿb wK? cwkÿY I wkÿvi g‡a¨ cv_K¨ eYbv Kiæb|
   L) Av`k cwkÿY KgmPxi ˆewkó¨mgn- eYbv Kiæb|

ENGLISH VERSION

Due on: January 26, 2018

(***Assignment script is to be presented in the student's own handwriting and A4 size white paper***)

1. (a) What is meant by Employee Selection? Describe the Principles of Employee Selection.
   (b) What are the differences between selection and recruitment?

2. (a) What is meant by interview? Explain the objectives of interview.
   (b) Describe the principles of interview.

3. (a) What is training? Describe the difference between Training and Education.
   (b) Describe the characteristics of an ideal Training program.

Note: Submit your assignment to the Coordinator of the Study Center you are attached with.