

1.1) why is Human resource information system ?

Ans:- A Human Resource info system is an integrated software solution that manages and automates various human resources functions, providing a centralised platform for HR data and processes.

Following are the key features of human resource info sys:-

- (i) Employee data management
- (ii) Payroll processing
- (iii) Time & attendance tracking
- (iv) performance management
- (v) Recruitment & hiring
- (vi) Reporting & analytics.

Following are the benefits of HRIS :-

- (i) It improves data accuracy & efficiency.
- (ii) It enhance employee experience
- (iii) It streamlined HR processes.

④ It improves compliance & regulation.

⑤ It helps in better decision making through analytics.

Types :-

① cloud based HRIS.

② open source HRIS

③ On premise HRIS

④ hybrid HRIS

Examples :-

① work day.

② Oracle HCM cloud.

③ Bamboo HR

④ ADP workforce now.

⑤ ceridian dayforce.

2.) write a note on HR audit.

Ans:- An HR audit is a systematic, and thorough examination of a organization's human resources policies, procedures, practices &

systems to ensure compliance, effectiveness and alignment with business objectives.

objectives —

- i To evaluate human functions & processes
- ii To identify areas for improvement
- iii To ensure compliance with laws and regulations.
- iv To enhance organizational efficiency & effectiveness.

Types —

- i compliance audit — It focuses on legal and regulatory compliance.
- ii operational audit — It examines HR processes & procedures
- iii strategic audit — It aligns HR with business objectives.
- iv Best practice audit — It benchmarks HR Practices against Industry standards.

Scope -

- (i) Recruitment & hiring
- (ii) Employee relations,
- (iii) performance management,
- (iv) Training & development.
- (v) compensation & benefits.

Benefits -

- (i) Improve compliance with laws and regulations.
- (ii) Enhance HR efficiency & effectiveness.
- (iii) It helps in better decision making.
- (iv) It reduces risk & liability.
- (v) It improve alignment with business objectives.
- (vi) It increases employee engagement & satisfaction.

Conclusion -

A HR audit is a valuable tool for organisations to evaluate and improve their HR functions, ensure compliance and

align with business objectives.

3.) write a note on e-HRM.

Ans:- E-HRM refers to the use of digital technologies and internet based platforms to manage and automate various human resource functions, processes and activities.

Objectives -

- ① To improve HR efficiency & effectiveness.
- ② To enhance employee experience
- ③ To reduce administrative cost.
- ④ To increase data accuracy & accessibility.

Types of e-HRM system -

- ① Human resource information system.
- ② HR management system.
- ③ Talent management system.
- ④ cloud based HR u.

Benefits -

- ① It increases efficiency & productivity

- (ii) It improves data accuracy & security.
- (iii) It enhances employee engagement & experience.
- (iv) It helps in reducing administrative costs.
- (v) It helps in scalability & flexibility.

Challenges —

- (i) Implementation and integration issues.
- (ii) Data security & privacy concerns.
- (iii) ~~Data security~~ User adoption & training.
- (iv) System customization & configuration.
- (v) Ongoing maintenance & updates.

E-HRM has revolutionized HR management, enabling organizations to streamline process, enhance employee experience and drive strategic decision making.

4.1) write a note on work life balance & work from home.

Ans:- Worklife Balance — refers to the equilibrium between an individual's professional & personal life, ensuring sufficient time and energy for work, family, leisure and personal activities.

Importance —

- (i) It improves mental and physical health.

- (ii) It enhances productivity and job satisfaction.

- (iii) It strengthens relationship with family & friends.

- (iv) It supports personal growth and development.

Key indicators of good worklife balance —

- (i) regular exercise.

- (ii) Healthy eating.

- (iii) Sufficient Sleep.

- (iv) quality time with family and friends.

- (v) Realistic goals & expectations.

Consequences of poor worklife balance -

- (i) Burnout
- (ii) Decreased productivity.
- (iii) poor physical health.
- (iv) Mental health issues.
- (v) Turnover

Strategies for achieving worklife balance -

- (i) set clear boundaries.
- (ii) learn to say No.
- (iii) schedule personal time.
- (iv) focus on self care.
- (v) communicate with employees and family.

WORK FROM HOME :-

work from home also known as ~~tele~~ telecommuting or remote work allows employees to perform their job tasks from their own homes or other

remote areas.

Types -

i) Full time work from home.

ii) Part time work FH.

iii) Flexible hours.

iv) Remote teams.

v) Virtual offices.

Benefits -

i) It increases productivity.

ii) It improves worklife balance.

iii) It reduces absenteeism.

iv) It reduces commuting time and expenses.

v) It helps in creating broader talent pool.

Problems -

i) Internet connectivity problem.

ii) poor video conferencing quality

iii) Lack of motivation & discipline.

iv) Difficulty with team communication and coordination.

Solutions :- ① Regular checkin and feedback.

② Clear communication and ~~feels~~ expectations.

③ Training and support remote work.

④ Encourageing worklife balance.

5.) write a note on emerging job opportunities.

Ans) Following are the some important emerging job opportunities-

① Data scientists & analytics-

are in high demand, leveraging data to drive business decisions. They use programming language for data visualization.

② AI and machine learning:- AI

and ML specialist develop algorithms that enables machine to learn and make prediction from data.

③ Cyber security - Professionals

protest organizations from cyber thefts. Freshers can begin as cyber security analysts or entry level ethical hackers.

(iv) Digital marketing - It involves under

- standing online advertising, ~~SEO~~ SEO and social media marketing

(v) block chain technology:-

Block chain developers create and maintain decentralized applications and smart contracts.

(vi) cloud computing - cloud archi-

-tects and administrators manage cloud infrastructure for businesses. Freshers can start by gaining experience in cloud platforms like amazon web service, google cloud etc.

(vii) Environmental sustainability:-

career in sustainability manage- ment involves accessing and reducing an organisation's environmental impact.

(viii) content creation :- is develop engaging content for various platform forms.

(ix) Healthcare technology :- It involves working as health informatics specialists, telemedicine coordination on healthcare data analysts.

(x) video game engineers :- design and develop games for PC, consoles on mobile devices.

6.) write a note on employee health welfare and safety.

Ans:- Employee health, welfare & safety are essential aspects of workplace management aiming to create a supportive, secure and healthy environment for employees. This focus is vital for both ethical & operational reasons as it promotes employee wellbeing, reduces accidents and fosters a productive

workplace culture.

1. Health :- Employers should ensure that employees have access to a healthy work environment. This includes ergonomic furniture, clean facilities and ~~air~~^{air} quality controls. Mental health is also a key area, and companies are increasingly providing access to counseling services, wellness programs and stress management workshops.

2. Welfare :- Employee welfare goes beyond physical safety and health to include benefits and initiatives that enhance overall wellbeing. This can include healthcare benefits, paid leave, flexible working hours & recreational activities. Welfare programs not only enhance job satisfaction but also help retain talent by making employees feel valued and supported.

3. Safety :- Ensuring workplace safety involves establishing protocols to prevent accidents & mitigate

risks. This include training
employees in safety procedures,
maintaining equipment & enforcing
regulations. Regular safety audits,
fire drills and first aid training
are all part of a comprehensive
safety strategy.

Investing in employee
health, welfare & safety results in a
more engaged and productive work-
force, labour absenteeism and
enhanced organizational reputation.
Employers are encouraged to conti-
-nously review and improve their
policies to adapt to new challenges
and ensure the ongoing wellbeing
of their employees.

7.) write a note on social security
of employees.

Ans:- Social security for employees
is a crucial element in safe guar-
-ding their financial stability and
wellbeing - both during and after
their working years. Social security

measures include a variety of benefits and protection designed to provide employees with financial support in times of need such as unemployment, retirement, disability, and medical emergencies.

(i) Retirement issues :- Social security often provides pension plans to ensure financial support for employees after retirement. These pensions help maintain a steady income for retired employees, allowing them to live with dignity & security.

(ii) Disability & health benefits :- Employees who are unable to work due to illness and injury may be eligible for disability benefits, which offer financial assistance during periods of incapacity. Health benefits, including access to health services, health insurance, and family medical coverage are also essential to employees' wellbeing and financial security.

(iii) Unemployment benefits :- Social security programs often include

unemployment benefits for workers who lose their jobs, these benefits provide temporary financial support, helping individuals manage ~~go~~ basic exp while they seek new employment opportunities.

(iv) Family & dependence benefits:-

Many social security systems extend benefits to employee's families, providing financial assistance to dependence in the event of an employee's death or disability. This supports help protect the families financial wellbeing & stability.

(v) Insurance & compensation - social

security can also include life insurance & accident compensation, providing financial protection to employees ~~when~~ & their families in cases of unexpected injury, illness or death ~~rel~~ related to their work.

8.) write a note on grievance

handling and redressal.

Ans:- Grievance handling & redressal

are essential process within an organisation to address and resolve employee complaints and concerns fairly, efficiently & transparently. A wellstructured grievance redressal system not only maintains harmony but also ~~only~~ ~~improved~~ improves employee satisfaction, morale and trust in the organisation.

① Understanding grievance - A grievance is any dissatisfaction or feeling of injustice that an employee may have related to their job, working conditions, pay, policies or interactions with colleagues or supervisors. These grievances can stem from various sources including management policies, interpersonal conflicts, etc.

② Grievance handling process:-

(a) Recognizing & acknowledging grievance as soon as it is

raised, showing that the organisation takes employee concerns seriously.

(b) Gathering facts & understanding the full context of the grievance typically through meetings or discussions through involved parties.

(c) Analysing the grievance based on company policy & standard to determine the best course of action.

(d) ~~Resolution~~ proposing solutions or corrective actions to resolve the issue, aiming for a fair outcome of all parties.

(e) Ensuring that the resolution has been effectively implemented & that the employees feel satisfied with the outcomes.

(iii) Effective grievance maintenance redressal mechanism:- An organization may have specific policies or committees, such as a grievance redressal committee, to address employee complaints.

clear communication channels and confidentiality are important aspects of an effective system.

② Benefits of a grievance redressal system :- A strong " " " " helps build trust, improve job satisfaction and reduce turnover by making employees feel respected and valued. It can also help management identify recurring issues and areas for policy improvements.

In summary, grievance handling & redressal play a crucial role in maintaining a positive work environment, promoting employee well-being & ensuring that all employees feel respected & fairly treated.

Q.1) what is industrial disputes.

Ans:- An industrial dispute refers to a disagreement or conflict between employers & employees within an organisation & industry. This dispute typically arises due to dis-

- agreement over issues such as wages, working conditions, hours of work, job security, workplace policies and other employment related matters.

Q) write the causes & settlement machinery of industrial disputes.

Ans:- causes:- ① wages and salary issues → Disparities in wage levels, demand for higher wages or inadequate pay structure can lead to disputes.

② working conditions - poor working conditions, lack of safety measures, long working hours, and inadequate facilities often cause dissatisfaction among workers.

③ Trade union rivalries:- Rivalries between unions or conflict over union recognition can create tensions.

④ Management policies:- Unfair policies

related to promotions, transfers, or layoffs can spark disputes.

(v) Employment Terms:- Disputes may arise over issues such as job security, employment terms, or changes in contract terms.

(vi) Disciplinary Actions:- perceived unfair disciplinary measures, suspensions or terminations can lead to conflicts.

(vii) Retrenchment and layoffs:- Reducing the workforce without proper compensation or notice can trigger disputes.

(viii) political Influence:- political factors and government intervention may also influence industrial disputes, particularly if unions are politically aligned.

Settlement:- To address these disputes, countries have established legal and institutional frameworks. Some common mechanism include:-

(i) Bipartite Negotiations:- Initial attempts at dispute resolution through direct negotiation between employees and employers or their representatives. These discussions aim for a mutually agreed

solution.

(ii) Conciliation :- Involves a third party conciliator, often appointed by the govt, to facilitate dialogue and mediate between the conflicting parties. Conciliators aim to bring both sides to a consensus.

(iii) Mediation :- A neutral mediator assists the parties in reaching a voluntary settlement. Mediation is informal and focuses on finding a compromise.

(iv) Arbitration :- In cases where conciliation fails, disputes may be referred to an arbitrator. Arbitration is binding, meaning both parties agree in advance to abide by the decision made by the arbitrator.

(v) Adjudication :- When other methods fail, the disputes may be referred to a labor court, industrial tribunal, or national tribunal. These bodies examine the issue and make a legally binding decision.

(vi) Voluntary arbitration :- Sometimes, both parties agree to voluntary

arbitration, where they select an impartial third party to resolve the dispute, agreeing to abide by the decision.

(VII) Industrial Tribunals & Labor Courts:-

Govt - established bodies that deal with specific types of disputes. These tribunals and courts are designed to make fair judgments on complex industrial cases.

(VIII) Code of Discipline :- Some countries have a voluntary - where unions negotiate with employees over wages, working conditions, and other employment terms. It aims to establish a code of discipline, encouraging both management and labor to follow fair practices and resolve disputes amicably.