

D-2845

Sub. Code
41811/42111/40511

DISTANCE EDUCATION

COMMON FOR PGDHA, PGDHRM, PGDBM
EXAMINATION, DECEMBER 2019.

First Semester

MANAGEMENT PRINCIPLES AND PRACTICES

(CBCS – 2018-19 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Write any two function of management.
2. Short note on theories of P.F. Drucker.
3. Short notes on mission of Planning.
4. Define decision making.
5. Define organizing.
6. Define appraisal.
7. Define motivation.
8. Short note on meaning of Leadership.
9. Define contemporary.
10. Define communication.

PART B — (5 × 5 = 25 marks)

Answer ALL questions, choosing either (a) or (b).

11. (a) Explain the management thought in modern trend.

Or

- (b) Discuss the relevance of management to different types of organization.

12. (a) Explain the planning as vision, mission, objective and MBO.

Or

- (b) Explain the rational decision making budgets and rules.

13. (a) Explain the meaning and scope of directing.

Or

- (b) Short notes:

- (i) Contingency
- (ii) Trait.

14. (a) Explain the use of communication to planning.

Or

- (b) Explain the techniques of effective co-ordination in the organization.

15. (a) Explain the special control techniques of controlling.

Or

- (b) Discuss the perspectives in device of controls.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Briefly explain the external environment, social responsibility and ethics.
 17. Discuss of the principles and theories of organization.
 18. Explain the centralization and decentralization.
 19. Explain the types, nature and function of leaders.
 20. Explain the function of ethics committee in the organization.
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D-2853

Sub. Code
42112/40512

DISTANCE EDUCATION

Common for P.G.D (HRM)/(PGDBM) EXAMINATION,
DECEMBER 2019.

First Semester

HUMAN RESOURCE MANAGEMENT

(CBCS 2018–19 Academic Year onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Define HRM.
2. What do you mean by Human Resource planting?
3. What do you mean by job description?
4. List down the forecasting techniques of recruitment
5. List down the selection techniques.
6. Differentiate between on the job and off the development techniques.
7. What do you mean by control process?
8. What do you mean by career planning?
9. List out the non-statutory benefits of employee welfare.
10. What is the scope of HRIS?

PART B — (5 × 5 = 25 marks)

Answer ALL the questions

11. (a) Discuss about the functions and challenges of HRM.

Or

- (b) Elucidate job description and job specification

12. (a) Discuss about the process involved in selection and types of test

Or

- (b) Elucidate the fringe benefits and flexi systems.

13. (a) Explain the needs and problems involved in employee retention.

Or

- (b) Enumerate the performance appraisal methods.

14. (a) Discuss in detail about MBO approach.

Or

- (b) Discuss about the other welfare measures to build employee commitment.

15. (a) Explain how collective bargaining works and its mechanism.

Or

- (b) Discuss about the objectives, scope and importance of HRIS.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions

16. Discuss in detail about the process involved in job analysis
 17. Elucidate the sources of recruitment.
 18. Discuss in detail about the on the job and off the job training techniques used for building responsive organization.
 19. Discuss in detail about the employee retention strategies for production and services industry.
 20. Discuss in detail about the statutory and non-statutory benefits of related to employee welfare.
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D-2854**Sub. Code****42113**

DISTANCE EDUCATION

P.G. DIPLOMA EXAMINATION, DECEMBER 2019.

First Semester

HRM

TRAINING AND DEVELOPMENT

(CBCS 2018-19 Academic Year onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Define training.
2. What do you mean by vertical training?
3. What is individual analysis?
4. List the training methods which comes under off the job training.
5. What do you mean by key performance parameter?
6. List any three types of training evaluation techniques.
7. What is CPA?
8. List out the factors of fixing duration.
9. What do you mean by ice breaking?
10. What do you mean by design of evaluation?

PART B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) Differentiate between training and development.
Or
(b) Explain the need assessment of training.
12. (a) Discuss about the duties and responsibilities of training managers.
Or
(b) Compare and contrast between on the job and off the job methods of training.
13. (a) What are the key performance parameters in training evaluation?
Or
(b) Explain the significance of training programme.
14. (a) Explain the various theories of learning.
Or
(b) Explain the latest scenarios of assessing training.
15. (a) Discuss about the government policy on training.
Or
(b) Explain the role of trainer and line manager in evaluations.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the various levels of training in organization.
17. Elucidate the organization analysis, task analysis and individual analysis.

18. Discuss about the selection of participants and choice of trainers.
 19. Explain the Kirkpatric's model in training and evaluation.
 20. Discuss in detail about executive development programs and its needs, implications and cope.
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D-2855

Sub. Code

42114

DISTANCE EDUCATION

P.G.D.(HRM) EXAMINATION, DECEMBER 2019.

First Semester

INDUSTRIAL RELATIONS MANAGEMENT

(CBCS – 2018-19 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Define industrial dispute.
2. What do you mean by trade union?
3. What do you mean by intra union rivalries?
4. List down any three objectives of industrial relation machinery.
5. What are the types of negotiations?
6. Define adjudication.
7. What do you mean by collective bargaining?
8. What do you mean by wage boards?
9. What do you mean by adjudication?
10. Define ergonomics.

PART B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) Explain the fundamental rights and directive principles of state policy.

Or

- (b) Critically evaluate the inter and intra union rivalries.

12. (a) Briefly explain the education and training schemes of IR.

Or

- (b) Discuss about the joint consultation in industrial relation.

13. (a) Briefly explain the bipartisan in agreements.

Or

- (b) Discuss about the reports of wage boards.

14. (a) Explain the types of safety organization.

Or

- (b) Elucidate the damage control and system.

15. (a) Explain the suggestion schemes of notice board.

Or

- (b) Explain the impact of strikes and lock out dispute in an industry.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the fundamental rights and directive principles of state policy.
 17. Discuss about the trade union movement in India.
 18. Elucidate the process and problems involved in collective bargaining.
 19. Elucidate the latest educational and social development trends in industrial relation.
 20. Enumerate the types of labor in detail.
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D- 2856

Sub. Code

42121

DISTANCE EDUCATION

P.G.(DIP) (HRM) EXAMINATION, DECEMBER 2019.

Second Semester

LABOUR LEGISLATIONS -I

(CBCS–2018-19 Academic year onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL the questions

1. Define Licensing of factories
2. What are the methods of calculating wages?
3. Define Industrial disputes.
4. What do you mean by retrenchment?
5. What are the determinants of industrial relation?
6. List the unfair labour practices in an industry.
7. What are the penalties of inspectors?
8. What do you mean by Employee State Insurance?
9. Define Employee provident fund.
10. What do you mean by contract labour?

PART B — (5 × 5 = 25 marks)

Answer ALL questions choosing either (a) or (b).

11. (a) What do you understand by the term 'manufacturing process' as per the Factories Act 1948?

Or

- (b) Discuss the daily and weekly hours of work in shops and establishment.
12. (a) What is the object underlying the Industrial Disputes Act 1947.

Or

- (b) Write a note on the Employees, State Insurance Act 1948.
13. (a) Write notes on 'Retrenchment' and Industrial dispute.

Or

- (b) Explain the obligations of manager and occupier under the Factories Act 1948.
14. (a) Describe the appointment procedure of inspectors and their duties.

Or

- (b) What are the provisions relating to transfer of accounts and liability in case of transfer of establishment exemptions under the act?
15. (a) Explain the procedure for payment of minimum wages under Workmen's Compensation Act 1923.

Or

- (b) Describe the powers of appropriate government offences and penalties.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Enumerate the health, safety and welfare facilities to be provided in the factory under the Factories Act 1948.
 17. Explain the powers and duties of authorities settlement and strikes.
 18. Explain the role of collective bargaining in the settlement of Industrial disputes in the modern industrial set up.
 19. Discuss the various health and safety measures under the Shop and Establishment Act 1947.
 20. Write a note on the scope and objectives of the employee's provident funds and Miscellaneous Provisions Act 1952.
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42122

DISTANCE EDUCATION

P.G.D. (HRM) EXAMINATION, DECEMBER 2019.

Second Semester

LABOUR LEGISLATIONS – II

(CBCS – 2018 – 19 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. List the adjustment of customary of interim bonus payable.
2. What are the set on and set off allocable surplus?
3. List the exemption under payment of gratuity act.
4. Mention the responsibilities for payment of minimum wages.
5. State the deduction and fines from wages.
6. List the procedures for receiving minimum wages.
7. What do you mean by contracting out?
8. Define industrial employment.

9. List the provision regarding duration and modification of standing orders.
10. What are the penalties of trade union?

PART B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) Explain the eligibility for bonus and payment of bonus.

Or

- (b) Explain in detail the salient features of payment of bonus act, 1965.

12. (a) Examine the powers of appropriate government offences and penalties under minimum wages act.

Or

- (b) State and explain the various theories of wages.

13. (a) Describe the fixation of wage periods and time of payment.

Or

- (b) State the procedures for the appointment of advisory board regarding the payment of minimum wages.

14. (a) Examine the procedure laid down under the Industrial Employment (Standing Orders) Act, 1946 for certification and modification of standing orders.

Or

- (b) Explain the procedures for the interpretation of the standing orders.

15. (a) What are the provisions related to disqualification of office bearers of trade union?

Or

- (b) Examine the procedure laid down under the Trade Unions Act, 1926 for registration of Unions.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. “Bonus is a dynamic concept”. Comment.
17. Define the term an ‘Employee’ and state the provisions relating to payment of gratuity under the Payment of Gratuity Act, 1972.
18. Write a note on the importance of the Minimum Wages Act 1948.
19. “The Payment of Wages Act, 1936 provides that the wages are to be paid in a particular form, at regular intervals and without any unauthorised deductions.” Comment.
20. Discuss the following:
- (a) Role of Trade Unions in Social Justice.
- (b) Contribution of Trade Unions in workers education and increasing productivity.

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42123

DISTANCE EDUCATION

P.G.D. (HRM) EXAMINATION, DECEMBER 2019.

Second Semester

COMPENSATION MANAGEMENT

(CBCS – 2018 – 19 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Differentiate between wage and salary.
2. What are the elements of a good wage plan?
3. List some of the monetary incentives in India.
4. Define wage differentials.
5. What do you mean by non monetary incentive schemes?
6. Define performance linked compensation.
7. What do you mean by service benefits?
8. List the key performance parameters of performance compensation.
9. What do you mean by international compensation?
10. List the current trends in compensation management.

PART B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) Explain the wage determination process and wage administration rules.

Or

- (b) Explain the principles of wages and salary administration.

12. (a) Explain the different wage fixation factors.

Or

- (b) Explain the pay fixation process for compensation.

13. (a) Explain the monetary and non monetary incentives.

Or

- (b) Explain the importance of wage differentials.

14. (a) Explain then nature and objectives of job evaluation.

Or

- (b) Explain the institutional mechanism for wage determination.

15. (a) Explain the implications and problems of performance compensation.

Or

- (b) Explain the different types of wage incentive plans.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the different components of compensation. Discuss the problems and prospects.
 17. Define executive compensation. What are the components of remuneration?
 18. Explain the methods of job evaluation.
 19. Explain the current trends in compensation management.
 20. Explain how the compensation is associated with satisfaction, motivation and knowledge personnel.
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D-2859

Sub. Code

42124

DISTANCE EDUCATION

P.G.D.(HRM) EXAMINATION, DECEMBER 2019.

Second Semester

EMOTIONAL COMPETENCE

(CBCS – 2018-19 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. What are emotional competencies?
2. Define self confidence.
3. What do you mean by career planning?
4. What is the meaning of intercultural communication?
5. Define inner rudder.
6. Mention the different types of performance evaluation.
7. What do you understand by social competence?
8. What do you mean by employee involvement?
9. Write short note on power of intuition.
10. What are the various types of multiple intelligences?

PART B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) How to recognize one's emotions and their effects?

Or

- (b) Write briefly about social competence.

12. (a) Write a short note on Leveraging diversity and political awareness.

Or

- (b) What is meant by conflict management and how do you deal with conflict in work place?

13. (a) Write down the stress management guidelines for learning emotions.

Or

- (b) How to develop a strong sense of one's self worth and capabilities?

14. (a) What are the types of leadership approach?

Or

- (b) Differentiate between team and group.

15. (a) How to evaluate the performance of employees?

Or

- (b) Write about employee involvement.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the various types of emotional intelligence and their effects.
17. Explain the various traits of effective leadership.
18. What do you understand by organizational behavior and its application of emotion and moods?
19. Explain the various types and scope of leadership and the various controlling techniques.
20. Write a short note on the following.
 - (a) Motivation
 - (b) Innovation
 - (c) Adaptability and
 - (d) Mutual trust
