

D-2837

Sub. Code

41911

DISTANCE EDUCATION

P.G. (PM & IR) DIPLOMA EXAMINATION,
DECEMBER 2019.

First Semester

PRINCIPLES OF MANAGEMENT

(CBCS 2018-19 Academic year onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL the questions

1. Define management.
2. List out the functions of management.
3. What is meant by planning?
4. Define organisation.
5. Write a note on staffing.
6. What is meant by motivation?
7. Distinguish between leader and manager.
8. Write a note on co-ordination.
9. What is meant by six - sigma?
10. Write a note on communication.

SECTION B — (5 × 5 = 25 marks)

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

11. (a) Explain various functions of management in light of this statement.

Or

- (b) What are the advantages of scientific management?

12. (a) Write a short note on authority and responsibility.

Or

- (b) What are the important characteristics of planning?

13. (a) Distinguish between formal and informal organisation.

Or

- (b) Write a brief note on the scope of management

14. (a) What are the forms of communication in a business enterprise?

Or

- (b) Explain about the New Perspectives in Management

15. (a) Explain the various steps in control process.

Or

- (b) Explain the role of organizational culture in ethics.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Discuss the different stages in the process of decision - making.
17. Explain the principles and theories of organisation.
18. Explain the various types of leadership styles.

19. Discuss the problems faced in securing effective co-ordination.
 20. Explain the need and importance of Total Quality Management.
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DISTANCE EDUCATION

P.G.D.(PM & IR) EXAMINATION, DECEMBER 2019.

First Semester

ORGANIZATIONAL BEHAVIOUR

(CBCS 2018-19 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Define personality.
2. What is meant by organizational behaviour?
3. Write a note on EI.
4. What is meant by group behaviour?
5. Write a short note on organizational conflict.
6. Define communication.
7. Write a note on organizational culture.
8. What is meant by organizational change?
9. Different between homogeneity and heterogeneity of national cultures.
10. What is meant by organizational development?

SECTION B — (5 × 5 = 25 marks)

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

11. (a) What are the management function relevance to organizational behaviour?

Or

- (b) Explain the need and importance of motivation.

12. (a) State the theories of group formation.

Or

- (b) Explain the techniques of managing politics in organisation.

13. (a) Discuss the sources and strategies to resolve conflicts.

Or

- (b) Explain the factors affecting the organization climate.

14. (a) What are the barriers of non-verbal communication?

Or

- (b) What are the significance of organizational culture?

15. (a) Explain the nature and causes of organizational change.

Or

- (b) State the features of organizational development.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain Trait Theory.
 17. Explain the process of decision making in the organisation.
 18. Discuss the strategies for resolving destructive conflict.
 19. What are the various strategies to overcome the barriers of communication?
 20. Explain the process of organizational development.
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DISTANCE EDUCATION

P.G.D (PM & IR) EXAMINATION,
DECEMBER 2019.

First Semester

HUMAN RESOURCE MANAGEMENT

(CBCS – 2018-19 Academic Year Onwards)

Time : Three hours

Maximum : 100 marks

PART A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Define HRM.
2. What is meant by Human Resource Planning?
3. What are the various types of test?
4. What is training?
5. Write a note on fringe benefits.
6. What is meant by employee retention?
7. Write a note on Collective Bargaining.
8. What is meant by trade union?
9. List out the insurance benefits to the employees.
10. What is meant by HR information system?

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the functions of HRM.

Or

- (b) State the role and structure of HR functions in organisation.

12. (a) What are the characteristics of Human Resource Planning?

Or

- (b) Enumerate the prerequisites for successful interview.

13. (a) Explain the process of HR audit.

Or

- (b) Explain the need of executive development programs.

14. (a) What are the various types of wages?

Or

- (b) State the objectives of performance appraisal.

15. (a) Emphasize the importance of career development.

Or

- (b) Explain the objectives of Human Resource Information system.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the role and responsibility of HR development.
 17. Discuss the various sources of recruitment.
 18. Explain the various methods of training.
 19. Explain the MBO approach in the employee's appraisals.
 20. What are the scope and importance of HR information systems?
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DISTANCE EDUCATION

P.G.D(PM&IR) EXAMINATION, DECEMBER 2019.

First Semester

LABOUR LEGISLATIONS – I

(CBCS – 2018-19 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Define the term Factory under the Factories Act, 1948.
2. Who is an Occupier under Factories Act, 1948?
3. State the meaning of Employee under Workmen Compensation Act, 1923.
4. State the meaning of industrial dispute.
5. What is meant by Lay-off under Industrial Disputes Act, 1947?
6. Define the term 'shop' under Shops and Establishments Act, 1947.
7. What is meant by 'Contribution' under the Employee's State Insurance Act, 1948?
8. What is meant by 'sickness' under the Employee's State Insurance Act, 1948?

9. Who is an 'authorized officer' under the Employees Provident Fund and Miscellaneous Provisions Act, 1952?
10. State the applicability of the Contract Labour (Regulation and Abolition) Act, 1970.

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the provisions of Factories Act, 1948 relating to health and welfare of workers.

Or

- (b) State the provisions regarding employer's liability for compensation in cases of occupational disease under the Workmen Compensation Act, 1923.

12. (a) Bring out the provisions regarding illegal strikes and lockouts.

Or

- (b) Write a note on change in condition of service when proceedings are pending.

13. (a) Write a note on powers of the authorities under the Shops and Establishments Act, 1947.

Or

- (b) State the powers and duties of Employee's State Insurance Corporation.

14. (a) What are the duties of inspectors under the Employee's State Insurance and Miscellaneous Provisions Act 1952?

Or

- (b) Explain the provisions relating to determination of money due from employer under the Employees Provident Fund and Miscellaneous Provisions Act, 1952.

15. (a) State the powers of the court under the Contract Labour (Regulations and Abolition) Act, 1970.

Or

- (b) What are the legal requirements for retrenchment under the Industrial Disputes Act, 1947?

PART C — (3 × 10 = 30 marks)

Answer any THREE out of Five questions.

16. Describe the procedure of appointment of Inspectors under Factories Act. What are their duties and powers?
17. Explain the circumstances under which an employer is liable to pay compensation according to the Workmen's Compensation Act.
18. Describe the different authorities prescribed under the Industrial Disputes Act for the investigation and conciliation of industrial disputes.
19. Discuss the salient features of the shops and Establishment Act.
20. Define Basic wages and Exempted establishment under Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

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DISTANCE EDUCATION

P.G.D (PM & IR) EXAMINATION,
DECEMBER 2019.

Second Semester

INDUSTRIAL RELATION MANAGEMENT

(CBCS 2018 – 2019 Academic year onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Write any four fundamental rights.
2. 'Code of conduct' - what does it mean?
3. What is adjudication?
4. What are the employee communications?
5. How do you understand the term 'construction labour'?
6. State the uses of wage boards.
7. Define industrial relations.
8. What is upward communication?
9. Conciliation - Give the meaning.
10. Mention any two uses of wage boards.

PART B — (5 × 5 = 25 marks)

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

11. (a) Elucidate the principles behind directive principles of state policy.

Or

- (b) Explain the process of collective bargaining.

12. (a) Write a note on International Labour Movement.

Or

- (b) Describe the grievance procedure of industry.

13. (a) How would you prevent a strike or lockout dispute?

Or

- (b) Give suggestion for improvement of Industrial Relations.

14. (a) Trace the contribution of trade unions for economic development.

Or

- (b) Explain the concepts: Labour movement and Union organization.

15. (a) What are the implications of social security and social assistance?

Or

- (b) Explain the industry relations machinery.

PART C — (3 × 10 = 30 marks)

Answer any THREE out of Five questions.

16. Elucidate the working of Industrial Relations Machineries in preventing Industrial disputes.
 17. Comprehend on the different statutory and non-statutory welfare measures provided in Indian Manufacturing Organizations.
 18. Enumerate the types of Safety Organizations and the role of Safety Committees in maintaining the safety of the employees in Industrial Organizations.
 19. Analyse the history, objectives, functions. conventions and recommendations of International Labour Movement.
 20. Trace the development of trade unionism in India.
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DISTANCE EDUCATION

P.G. DIPLOMA (PM & IR) EXAMINATION,
DECEMBER 2019.

Second Semester

LABOUR LEGISLATIONS-II

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer all questions.

1. What is direct tax?
2. Write down the eligibility for bonus.
3. Mention any two uses balance sheet?
4. State the features of Wages Act 1936.
5. How wage periods are fixed?
6. State the role of advisory boards?
7. Define standing orders.
8. Who is responsible for payment of wages?
9. Define dissolution.
10. What is cognizance offence?

PART B — (5 × 5 = 25 marks)

Answer all question choosing either (a) or (b)

11. (a) State the rights of the employees under payment of Wages Act, 1936.

Or

- (b) Explain the procedure to maintain records and registers.

12. (a) Write a note on obligations of employer under payment of Wages Act, 1936.

Or

- (b) Describe the provisions regarding certification and operating of standing order.

13. (a) State the consequences for failure to submit returns.

Or

- (b) Briefly the deductions for absence from duty.

14. (a) Give the procedure for registration of trade unions.

Or

- (b) When does a contract of apprenticeship terminate? Elaborate.

15. (a) What are the remedies available to a worker who has been paid less than the minimum rate of wage?

Or

- (b) Give the procedure for fixing and revising minimum wages.

PART C — (3 × 10 = 30 marks)

Answer any THREE out of Five questions.

16. Discuss the procedure for Deductions of damage or loss in Payment of Wages Act, 1936.
 17. Comprehend the functions of advisory Board constituted under Minimum Wages Act?
 18. How is the gross profit calculated in case of a company for the purpose of bonus?
 19. What are the rules for determination and distribution of Bonus?
 20. What are the rules as to determination and recovery of the amount of gratuity under the payment of Gratuity Act, 1972?
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41923

DISTANCE EDUCATION

P.G.D (PM&IR) DIPLOMA EXAMINATION,
DECEMBER 2019.

Second Semester

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. Write down the levels of training.
3. What is GST?
4. State the duties of training managers.
5. What is the meaning of employees training?
6. Elucidate the methods of training.
7. Write any two needs for executive development programme.
8. What is the concept behind return on investment?
9. What is Budget?
10. What is key performance parameter?

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the design of HRD systems.

Or

- (b) Discuss the operational level of training.

12. (a) Write a note on 'Task Analysis'.

Or

- (b) Explain the need and importance of employees training.

13. (a) State the challenges of training managers.

Or

- (b) Elucidate the scope of executive development programme.

14. (a) Bring out the significance for evaluation of training.

Or

- (b) Give a short note on Cost benefit analysis.

15. (a) What are learning cycles?

Or

- (b) Discuss the role of trainer and line manager in evaluation.

PART C — (3 × 10 = 30 marks)

Answer any THREE out of Five questions.

16. Analyse the difference among education, training and development.
 17. Comprehend the organisational structure of training organisations.
 18. Explain the design of evaluation with special reference to Kilpatric's model.
 19. Discuss the current practices in assessing training and development.
 20. Trace the growth of training and development in India.
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DISTANCE EDUCATION

P.G.D (PM&IR) 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 questions.

1. Enumerate the wage administration rules.
2. Write down any two wage evaluation theories.
3. Define: Minimum wage.
4. State the factors of competition.
5. How will you design a pay structure?
6. State two components of remuneration.
7. Define: Wage differentials.
8. What is profit sharing?
9. Who are knowledge workers?
10. What is KPP?

PART B — (5 × 5 = 25 marks)

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

11. (a) State the factors for wage fixation.

Or

- (b) Explain the methods of job evaluation.

12. (a) Write a note on key provisions of Payment of Wages Act.

Or

- (b) Describe the determinants of incentives.

13. (a) State the current trends in compensation.

Or

- (b) Elucidate the importance of wage differentials.

14. (a) Trace the growth of wage incentives in India.

Or

- (b) Explain the non monetary incentive schemes.

15. (a) What are the basic kinds of wage plans?

Or

- (b) Explain the key performance parameters.

PART C — (3 × 10 = 30 marks)

Answer any THREE out of Five questions.

16. Discuss the factors influencing wage and salary.
17. Comprehend the determinants of incentives and explain the incentive payment and its objectives.
18. Elaborate the legislations regarding compensations.
19. Describe the institutional mechanism for wage determination performance parameters.
20. Explain and evaluate the administration wage theories.
