

D-1184**Sub. Code****41811/ 42111/
40511****DISTANCE EDUCATION****COMMON FOR PGDHA, PGDHRM, PGDBM
EXAMINATION, MAY 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. Define Management.
2. Short note on theories of Henri Fayol.
3. Define Planning.
4. What is meant by decision making?
5. Short note on organizing.
6. Write any two staff function.
7. Define innovation.
8. Short note on Leadership styles.
9. Define controlling.
10. What is meant by communication?

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the management nature and scope.

Or

- (b) Discuss the management science and theories of Roethlisberger and P.F. Drucker.

12. (a) Narrate the planning nature and purpose.

Or

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

13. (a) Explain the meaning and importance of creativity and innovation.

Or

- (b) Short notes:

- (i) Porter—Lawler
- (ii) Maslow.

14. (a) Explain the effective communication in the level of management.

Or

- (b) Short notes:

- (i) Six Sigma
- (ii) Total quality management.

15. (a) Explain the role of organizational culture in ethics.

Or

- (b) Discuss the principles of co-ordination.

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Briefly explain the types and policies of planning.
 17. Discuss of the formal and informal groups in organizations.
 18. Explain the physiological and psychological aspects of motivation.
 19. Explain the total quality management.
 20. Explain the objectives and process of control devices of control.
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D-1192

Sub. Code

42112/40512

DISTANCE EDUCATION

COMMON FOR PGDHRM/PGDBM EXAMINATION,
MAY 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. List any three objectives of HRM.
3. What do you mean by compensation?.
4. What is on the job training?
5. What do you mean by fringe benefits?.
6. List some of the employee retention strategies.
7. Define succession planning.
8. Define Demotion.
9. What do you mean by grievances redressal?
10. What do you mean by personnel audit?

PART B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) What are the functions and challenges of human resource management?

Or

- (b) Explain the various phases in evolution of human resource management.

12. (a) What are the factors influencing the promotion and demotion? Explain in detail.

Or

- (b) Discuss in detail various procedures adopted in the process of selection.

13. (a) Enumerate and explain the benefits of executive development programmes.

Or

- (b) Explain the employee benefits, health and social security measures of an organization.

14. (a) Explain the various employment retention strategies for production and service industry.

Or

- (b) What are the causes and consequences of labour attrition?

15. (a) Explain the mechanism of employee grievances redressal.

Or

- (b) Explain the methods for managing separations and dismissals.

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Explain the different phases of human resource management.
 17. Explain the different training methods for operatives and supervisors.
 18. What are the different employee compensation strategies in an organization?
 19. Explain the different performance appraisal techniques.
 20. Explain the objectives and importance of human resource information system.
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D-1193

Sub. Code

42113

DISTANCE EDUCATION

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

First Semester

TRAINING AND DEVELOPMENT

(CBCS 2018-19 Academic Year onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Define training.
2. What do you mean by professional tax?
3. Define GST.
4. What do you mean by on- the-job training?
5. What are the executive development programmes in an organization?
6. Define return on investment.
7. Define ice breaking and games.
8. List some of the training and development institutes in India.
9. Define cost benefit analysis.
10. Define Kirkpatrick's model.

PART B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) Explain the design of the human resource development system in providing training and development.

Or

- (b) Explain the different levels of training.

12. (a) Explain the organizational structure of training organizations.

Or

- (b) Explain the training processes in manufacturing and service organizations.

13. (a) Explain the duties and responsibilities of training managers.

Or

- (b) Explain the role of organizational climate in training and development.

14. (a) Explain the different areas in which an employee should be trained.

Or

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

15. (a) Explain about the learning cycle in training and development.

Or

- (b) Explain the role of training and development as corporate social responsibility.

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Explain the features, functions, need and importance of employee training.
 17. Explain the role of executive development programs.
 18. Explain the methods to evaluate the effectiveness of training.
 19. Explain the various methods of training.
 20. Explain the developmental programs in public and private sector organizations.
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D-1194

Sub. Code

42114

DISTANCE EDUCATION

PGDHRM EXAMINATION, MAY 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 the questions.

1. What is ICFTU?
2. What is unfair labour practice?
3. What is voluntary arbitration?
4. Define collective bargaining.
5. Define industrial peace.
6. List the industrial relations problems in public sector.
7. What do you mean by Conciliation?
8. What is the aim of safety committee?

9. List the social security measures provided by the organization.
10. What do you mean by contract labour?

PART B — ($5 \times 5 = 25$ marks)

Answer ALL questions.

11. (a) Explain the functions of internal trade union in India.

Or

- (b) Enumerate the various statutory welfare measures in the organisation.

12. (a) Explain the PCR rights and duties.

Or

- (b) Explain the role of government employers and the unions in industrial relations.

13. (a) Write down the significance of workers participation in the industry.

Or

- (b) What are the steps involved in the process of collective bargaining?

14. (a) Explain the function of reports of wage boards in an industry.

Or

- (b) Explain the various causes of strikes and lockouts in the industry.

15. (a) What are the implications of social security measures in an industry?

Or

- (b) Explain the barriers of effective employee communication in the industry.

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Explain the historical retrospect and development of trade unionism in India.
17. Explain the various concept of labour movement and union organization in India.
18. Discuss the problems and prospects of collective bargaining.
19. Write a note on the following and state its significance.
- (a) Upward communication
 - (b) Personnel counseling
 - (c) Mental health.
20. Write down and explain the types of labour in industrial relations.

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42121

DISTANCE EDUCATION

P.G. Dip. (HRM) EXAMINATION, MAY 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. List the labour welfare measures under factories act 1948.
2. State employer's liability for compensation under workmen's compensation act 1923.
3. What are the different kinds of wage differentials?
4. What do you mean by 'average pay'?
5. List the authorities for settlement of industrial disputes.
6. What do you mean by lay-off?
7. List the salient provisions of shops and establishments act, 1947.
8. State the provisions relating to contribution under employees state insurance act, 1948.

9. What are the retirement benefits available to the employees under the miscellaneous provisions act, 1952?
10. Mention the employee and employer relationship under abolitions act, 1970.

PART B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) Discuss the essential elements of a 'factory' under the Factories Act, 1948.

Or

- (b) Define and explain the term 'lay-off' and distinguish it from 'retrenchment'.
12. (a) Explain and illustrate the principle of national extension of employer's liability under the Workmen's Compensation act.

Or

- (b) List of unfair labour practices by workers and employers.
13. (a) What protection does a workman have under the Industrial Disputes Act during the pendency of proceedings?

Or

- (b) What are the different authorities under the Industrial Disputes Act for settlement of industrial disputes? Critically examine them.

14. (a) Write notes on 'Transfer' and 'Closure'.

Or

- (b) What are the obligations of Principal Employer under Contract Labour (R & A) Act of 1970? Are they strictly enforced?
15. (a) How far is an employer liable for compensation to a workman injured by an accident arising out and in course of his employment?

Or

- (b) What are the different types of benefits provided by the Employees' State Insurance Act 1948?

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. State and explain the provisions relating to 'Health and Welfare of the Workers' under the Factories Act, 1948.
17. What is the object of Employees' State insurance Act? who are covered by it? What is the procedure for registration and for seeking exemption from the provisions of the act?
18. Enumerate any five unfair labour practices on the part of Employers and Unions.
19. Examine the powers and duties of Inspectors in disputes and claims.
20. Define 'Strike'. Explain the prohibition of strikes and lock out. When strikes and lockouts are illegal under Industrial Disputes Act 1947?

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42122

DISTANCE EDUCATION

P.G. Dip. (HRM) EXAMINATION, MAY 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. Define the term 'bonus'.
2. Mention the calculation of direct tax payable by the employer.
3. What are the deductions from the bonus payable?
4. Define gratuity.
5. What are the objectives of payment of wages act, 1936?
6. Mention the procedures for adjudication of claims.
7. List the various deductions from wages.
8. List the various records and registers to be maintained at the time of adjudication of claims.
9. What do you mean by certification of standing orders?
10. Define a trade union.

PART B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) The payment of Bonus Act 1965 is not applicative to certain employees who are they?

Or

- (b) When does an employee forfeit his rights to gratuity?

12. (a) State the provisions of the Payment of Wages Act 1936 regarding deduction from wages for absence of duty.

Or

- (b) Enumerate the obligation of the employees under the Payment of Gratuity Act 1972.

13. (a) What is the object of the minimum wages Act 1948?

Or

- (b) Explain the procedure for the appointment of advisory board.

14. (a) What are the provisions regarding certification and operating of standing orders?

Or

- (b) What are the powers of certifying officers?

15. (a) Explain the rights and liabilities of a trade union.

Or

- (b) What are the privileges of a registered trade union?

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. What are the special provisions of the payment of Bonus Act 1965?
 17. What are the rules relating to nomination by an employee under the Payment of Gratuity Act 1972?
 18. Elucidate briefly the procedure for fixing minimum wages and what is the composition of such minimum rates of wages.
 19. Explain the provisions of Industrial Employment Act 1946.
 20. Write note on the following :
 - (a) Problems of Trade Unions in India.
 - (b) Objects on which general funds may be spent by Trade Union.
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Sub. Code

42123

DISTANCE EDUCATION

P.G. Dip. (HRM) EXAMINATION, MAY 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. Define compensation.
2. What are the different components of compensation?
3. Define trade unionism.
4. Define incentives.
5. What do you mean by fringe benefits?
6. Define job evaluation.
7. What do you mean by employee stock option plan?
8. What do you mean by KPP?
9. What do you mean by executive compensation?
10. List the wage incentives in India.

PART B — ($5 \times 5 = 25$ marks)

Answer ALL questions.

11. (a) Explain the wage structure in compensation management.

Or

- (b) What are the factors influencing wages and salary?

12. (a) Explain the different kind of wage plans.

Or

- (b) Explain the design procedure of pay structure.

13. (a) Explain the incentives for direct and indirect categories.

Or

- (b) Explain the components of individual remuneration.

14. (a) Explain the principles and procedures of job evaluation.

Or

- (b) Explain the different classifications of rewards.

15. (a) Explain the performance parameters for wage determination.

Or

- (b) Explain the legislation regarding compensation.

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Explain the wage settlement and safety measures in compensation management.
 17. Explain the salaries administration and wage theories.
 18. Explain the elements of a good wage plans and wage fixation factors.
 19. Explain the role of job evaluation in performance management.
 20. Explain the performance compensation structure and measures.
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Sub. Code

42124

DISTANCE EDUCATION

P.G. DIPLOMA (HRM) EXAMINATION, MAY 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. Define emotional intelligence.
2. What are the types of emotional competencies?
3. What is meant by emotional awareness?
4. What do you mean by self marketing?
5. What do you mean by personal competence?
6. Define passive emotions.
7. Explain in short about trustworthiness and consciousness.
8. Define Initiative optimism.
9. What is job enrichment?
10. What do you mean by change catalyst and building bonds?

PART B — ($5 \times 5 = 25$ marks)

Answer ALL questions.

11. (a) What are the effects of emotional intelligence?

Or

- (b) Write a short note on creative and critical thinking.

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

Or

- (b) How to understand one's inner resources and abilities?

13. (a) Enumerate the method to keep disruptive emotions and impulses in check.

Or

- (b) What is the relationship between individual and institution?

14. (a) Explain the different methods of performance evaluation.

Or

- (b) Write down the characteristics of leadership.

15. (a) Differentiate between collaboration and cooperation.

Or

- (b) Write any three theories of motivation.

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Explain the various types of emotions.
 17. Explain the various types of leadership.
 18. What do you mean by social skill? How is communication an art of influence? Explain.
 19. Write down the nature, type and purpose of forming a team and a group?
 20. Explain in detail about Multiple intelligence.
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