

D-1176

Sub. Code

41911

DISTANCE EDUCATION

P.GD. (PM and IR) DEGREE EXAMINATION, MAY 2019.

First Semester

PRINCIPLES OF MANAGEMENT

(CBCS 2018-2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Define Management.
2. What are the components of planning?
3. Distinguish between authority and responsibility.
4. Define: Motivation.
5. Mention the importance of Leadership.
6. What do you mean by Departmentalization?
7. Distinguish between Leader and Manager.
8. What do you mean by Benchmarking in Management?
9. Explain the characteristics of coordination in an organization?
10. Write down the purpose of planning in an organization.

SECTION B — (5 × 5 = 25 marks)

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

11. (a) Distinguish between Management and Administration.

Or

- (b) Discuss the contributions of Henry Fayol to Management Science.

12. (a) Explain about the classification of organizations.

Or

- (b) Enumerate the steps involved in the process of controlling.

13. (a) Detail the concept Managing by objective strategies.

Or

- (b) Elaborate some of the rational decision making strategies.

14. (a) Distinguish between centralisation and decentralisation.

Or

- (b) Write short notes on staff authority and empowerment in organizations.

15. (a) Illustrate the physiological and psychological aspects of motivation.

Or

- (b) Discuss about the role of communication in decision making.

SECTION C — ($3 \times 10 = 30$ marks)

Answer any THREE out of five questions.

16. Discuss in detail the evolution of management.
 17. Explain theories of Management Science.
 18. Enumerate the various theories of motivation.
 19. Explain about ethical management in organisations.
 20. Illustrate organizational culture and global organizing.
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DISTANCE EDUCATION

P.G.D.PM & IR EXAMINATION, MAY 2019.

First Semester

Personnel Management and Industrial Relations

ORGANISATIONAL BEHAVIOUR

(CBCS – 2018-19 Academic Year onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Name the various disciplines involved in the study of organisational behaviour.
2. Write about the dimensions of attitude.
3. Define perception.
4. Name some of the technologies used for interpersonal communication.
5. What are the types of groups?
6. Distinguish between group norms and group cohesiveness.
7. Define organizational efficiency.
8. Name the theories of organisational culture.
9. What are the reasons for resistance to change in an organization?
10. What are the issues in an organization?

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the process of perception with an illustration.

Or

- (b) Brief the features of the organisational development.

12. (a) Discuss about behavioural communication in organisations and its uses.

Or

- (b) Write about the causes and significance of organizational change.

13. (a) Write short notes on the major determinants of personality.

Or

- (b) Explain about the implications of Emotional Intelligence on manager.

14. (a) Define organizational politics and explain its impact.

Or

- (b) Write a short note on group dynamics and its relevance to organizational behaviour.

15. (a) What do you mean by organizational conflict? Explain the strategies for resolving destructive conflict.

Or

- (b) Write a short note on organizational Dynamics.

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE out of Five questions.

16. Define group behaviour and explain the theories of group formation.
 17. Discuss the significance of problem solving and decision making in organizations.
 18. Discuss about the sources, types and characteristics of power and its uses in organizations.
 19. What are the causes of stress? Discuss about the steps adopted by organizations to manage stress.
 20. Explain the challenges faced by organizations due to global and cultural diversity.
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DISTANCE EDUCATION

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

First Semester

Personnel Management and Industrial Relations

HUMAN RESOURCE MANAGEMENT

(CBCS – 2018-19 Academic Year onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Discuss the objectives of HRM.
2. What are the phases of HRM?
3. Define: HR policies.
4. What is Job Evaluation?
5. What are the techniques used for training?
6. Define: Performance appraisal.
7. What is promotion?
8. Explain the career development.
9. Brief types of compensation.
10. What is meant by collective bargaining?

PART B — (5 × 5 = 25 marks)

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

11. (a) Describe the various roles of an HR Manager.

Or

- (b) Discuss the need and the process of HR planning.

12. (a) Explain the support of Computer application in HR Management.

Or

- (b) Distinguish between job description and job specification.

13. (a) Brief various 'on the job' and 'off the job' training methods.

Or

- (b) Elaborate the different steps in selection process.

14. (a) List out the problems of performance evaluation. How will you overcome the performance evaluation problems?

Or

- (b) What are the elements of an effective grievance redressal?

15. (a) Illustrate the statutory and non-statutory benefits received by the employee.

Or

- (b) Detail the objectives and scope of maintenance of e-Records of employees.

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE out of Five questions.

16. Explain the various models of HRM.
 17. Detail on the modern practices in recruitment.
 18. Critically evaluate the various training methods and their suitability.
 19. “Career planning and development is a must in HRM”. Justify.
 20. Discuss about the various employee retention methods used by organizations.
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DISTANCE EDUCATION

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

First Semester

Personnel Management and Industrial Relations

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. What are all the provisions relating to health?
2. Write down Workmen's Compensation Act.
3. List some remedies of employer against stranger.
4. What is lockout and lay off?
5. Define: Shops and Establishments Act.
6. Elaborate Medical Benifit Council?
7. Clarify any two disputes of inspectors.
8. Schemes that come along with Employees Provident Fund. Write any two.
9. Write the benefits of provident fund for employees.
10. Explain employer employee relationship.

PART B — (5 × 5 = 25 marks)

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

11. (a) Write a short note on welfare, working hours, leave etc. of workers approval.

Or

- (b) Explain the obligations and powers of authorities under the act. What are the penalty provisions avail for them?

12. (a) Elaborate compensation method of calculating wages.

Or

- (b) Write a note on Miscellaneous Provisions of inspectors.

13. (a) Write down the procedures regarding the power and duties of authorities, settlement and strikes.

Or

- (b) Brief the distribution of compensation.

14. (a) Describe the salient provisions and powers of the authorities in Shops and Establishment Act.

Or

- (b) Write a short note on Employee's State Insurance Corporation and Standing Committee.

15. (a) Explain the appointment and duties of inspectors.

Or

- (b) What are the liability in case of transfer of establishment exemption under the Act?

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE out of Five questions.

16. How will you get licence and register factories? Explain the Acts related to it.
 17. Write a note on Industrial Dispute Act.
 18. Discuss about the Unfair labour practices.
 19. Explain the Employees Provident Fund and Miscellaneous Provisions Act.
 20. Describe Contract Labour Regulations and Abolition Act.
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DISTANCE EDUCATION

PGD (PM & IR) EXAMINATION, MAY 2019.

Second Semester

INDUSTRIAL RELATION MANAGEMENT

(CBCS – 2018-19 Academic Year onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. What is unfair labour practice?
2. List out the types of negotiations.
3. Enumerate the rights of PCR.
4. Mention two tricks to manage strikes.
5. What is the function of statutory welfare measures?
6. What is ICFTU?
7. Write any two problems of industrial relations.
8. 'Contract labour'- Give the meaning.
9. What are the objectives of directive principles of state policy?
10. What is ergonomics?

PART B — ($5 \times 5 = 25$ marks)

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

11. (a) Elucidate the salient features of Indian constitution.

Or

- (b) Examine the social obligations of industry.

12. (a) Bring out the difference between industrial relation and personal relations.

Or

- (b) Describe the various types of employment safety organizations.

13. (a) Elicit arguments in favour of employee education.

Or

- (b) Explain the grievance procedure in industry.

14. (a) What are the measures to manage strike and lockout disputes?

Or

- (b) Elucidate the employees' communication.

15. (a) Examine the role of education in training schemes for labourers.

Or

- (b) Discuss impact of strikes and lockouts.

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE out of Five questions.

16. Analyse the role of internal trade unions and inter and intra union rivalries.
 17. Discuss the different sickness and disablement benefits provided as social security in India.
 18. Examine the Process, Problems and Prospects in Collective Bargaining.
 19. “Employee communication apprehends individual and organizational development” — Substantiate.
 20. List out the benefits provided under the ESI Act, 1948.
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DISTANCE EDUCATION

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

1. What is the role of trade union?
2. Write down any two powers of certifying officer.
3. What is Amalgamation of Trade Union?
4. State the deductions for absence from duty.
5. How wage period is fixed in labour legislation?
6. How does gratuity fund help a labourer?
7. Define the term 'bonus'.
8. List out any four rights of the Employees under payment of Wages Act. 1936.
9. What do you mean by Gratuity?
10. What is interim bonus?

PART B — (5 × 5 = 25 marks)

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

11. (a) What are the functions of Advisory Board constituted under Minimum Wages Act?

Or

- (b) Discuss the objectives and scope of the Minimum Wages Act. 1948.

12. (a) Write a note on determination and recovery of graduuity amount.

Or

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

13. (a) State the computation process of available surplus for calculation of direct tax.

Or

- (b) Explain the presumption about accuracy of balance sheet and profit and loss account.

14. (a) Give the provisions of Trade Union Act, 1926.

Or

- (b) What is the procedure for inspector's appointment of authorities and adjudication of claims?

15. (a) What is cognizance offence?

Or

- (b) Discuss the provision of Payment of Wages Act. 1936 regarding the penalties for various offences.

PART C — (3 × 10 = 30 marks)

Answer any THREE out of Five questions.

16. What are the Rights and Liabilities of a Registered Trade Union? — Discuss.
 17. Comprehend the procedure of fixing minimum wages. What is the composition of such minimum rates of wages under Minimum Wages Act, 1948.
 18. Explain the payment, exemption, nomination, determination and recovery of Gratuity funds.
 19. Discuss the process and procedure of fixing wage period, time of payment deduction and fines.
 20. State the objects of standing orders under the Industrial Employment (Standing Orders) Act, 1946 as well as the procedure for framing the standing orders.
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DISTANCE EDUCATION

P.G. DIPLOMA EXAMINATION, MAY 2019.

Second Semester

Personnel Management and Industrial Relations

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. What are the objectives of training?
2. Write a note on organisational training.
3. Mention any four challenges of training managers.
4. State the duties of training managers.
5. What is organisational climate?
6. Write any four areas of training.
7. What are the types in evaluation of training?
8. What is the concept behind cost benefit analysis?
9. What do you mean by ROI?
10. What is IRR?

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the different levels of training.

Or

- (b) Discuss the link between theories of learning and methods of training.

12. (a) Write a note on criteria for selection of trainers.

Or

- (b) Explain the methods to evaluate the effectiveness of training.

13. (a) State the need and assessment of training.

Or

- (b) Elucidate the development programmes in public and private sectors.

14. (a) Bring out the features and function of employees training.

Or

- (b) Give a short note on HRD strategies for training.

15. (a) What is key performance parameter?

Or

- (b) Discuss the methods of training.

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE out of Five questions.

16. Discuss the current practices in assessing training and development.
 17. Comprehend the organisational structure of training organisations.
 18. Explain the design role of trainer and line manager in evaluation.
 19. Discuss the need for training in manufacturing and service organisations.
 20. Trace the various training institutes in India.
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DISTANCE EDUCATION

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

1. Enumerate the factors influencing salary.
2. Write down the types of non-monetary incentive scheme.
3. Mention any need for trade unionism.
4. State the process for wage determination.
5. How will you measure performance?
6. State two objectives of Incentive payments.
7. Write the implications of performance compensation.
8. What is executive compensation?
9. Who are knowledge workers?
10. What is Wage Incentive?

PART B — ($5 \times 5 = 25$ marks)

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

11. (a) State the development of wage incentives in India.

Or

- (b) Explain the challenges and scope in compensation.

12. (a) Write a note on key provisions of payment of Bonus Act.

Or

- (b) Describe the determinants of incentives.

13. (a) State the objectives of job evaluation.

Or

- (b) Elucidate the importance of wage differentials.

14. (a) Trace the role of trade unions in price levels and competition.

Or

- (b) Explain the structure and principles of wage and salaries.

15. (a) What are the components of compensation?

Or

- (b) Explain the wage determination process.

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE out of Five questions.

16. Discuss the principle and procedure for job evaluation process.
17. Comprehend the legislations regarding compensation.

18. Elaborate the institutional mechanism for wage determination and performance parameters.
 19. Describe the pay fixation process and designing of pay structure.
 20. Explain the kinds of wage plans and elements of a good wage plan.
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