

**D-6631**

**Sub. Code**

**41811/42111/  
40511**

**DISTANCE EDUCATION**

**COMMON FOR PGDHA, PGDHRM, PGDBM EXAMINATION  
DECEMBER 2020.**

**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 administration.
2. Write short note on evolution of management.
3. Define planning.
4. What do you mean by staffing?
5. Write the motivation theory of maslow.
6. What do you mean by communication?
7. Define career development.
8. What do you mean by effective organization.
9. Define business ethics.
10. Define Benchmarking.

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) Write the meaning and types of decision-making.

12. (a) Explain the principles and theories of organization.

Or

- (b) Explain the motivation theories of porter Lawler and Mc Celland and Adam.

13. (a) Discuss about the formal and informal group in organization.

Or

- (b) List down the Characteristics of good leader.

14. (a) Explain the effective co-ordination in the organization.

Or

- (b) Discuss about the Ethical Management.

15. (a) Explain the different types of communication in an organization.

Or

- (b) Write about the process of reengineering.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the external environment and patterns of the management analysis.
  17. Explain the five leadership theories in organisation.
  18. Explain the Holistic approach for managers in decision making.
  19. Discuss about the new perspectives in management.
  20. Elaborate the organizational structure.
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**D- 4660**

**Sub. Code**

**42112/40512**

**DISTANCE EDUCATION**

**Common For P.G.D.H.R.M/PGDBM  
EXAMINATION, DEC 2020.**

**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 questions.**

1. List the roles of HRD.
2. Write a short note on job analysis.
3. Differentiate between recruitment and selection.
4. What are the types of tests?
5. What do you mean by need analysis?
6. What do you mean by fringe benefits?
7. How wage differs from salary.
8. Define MBO.
9. What do you mean by performance?
10. Define collective bargaining.

PART B — (5 × 5 = 25 marks)

Answer ALL the Questions choosing either (a) or (b)

11. (a) Explain the phases of human resource management.

Or

- (b) Discuss the internal and external source of recruitment.

12. (a) Elucidate the training process.

Or

- (b) Discuss how training through internet works.

13. (a) Explain the health and social security measures of employee.

Or

- (b) Discuss about the various retention methods used by organization to retain its employees.

14. (a) Discuss about career planning and development and its importance.

Or

- (b) Explain the statutory benefits comes under employee welfare.

15. (a) Elucidate the need and methods of separation.

Or

- (b) Elucidate the causes and consequences of labour attrition.

PART C — (3 ×10 = 30 marks)

Answer any THREE questions.

16. Elaborate on the evolution of human resource management.
  17. Discuss about the selection process involves in building employee commitment.
  18. Elucidate the wages and salary administration in detail.
  19. Enumerate the performance appraisal methods and elaborate the problems and solutions associated with it.
  20. Discuss about the history of trade unions in India.
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**D- 4661**

**Sub. Code**

**42113**

DISTANCE EDUCATION

P.G.D. (HRM) EXAMINATION, DEC 2020.

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 questions.

1. Differentiate between training and development.
2. What is task analysis?
3. What do you mean by employee training?
4. What is the need of executive development programmes?
5. What do you mean by evaluation of training?
6. What do you mean by return on investment?
7. What do you mean by learning cycles?
8. Explain CSR.
9. Explain cost benefit analysis.
10. Define EDP.

PART B — (5 × 5 = 25 marks)

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

11. (a) Discuss about the operational and organization training levels.

Or

- (b) Discuss about the tax slab for state and central.

12. (a) Explain the features and functions of employees training.

Or

- (b) Discuss about the scope and implications of executive development programs.

13. (a) Discuss about the development programmes of training.

Or

- (b) Explain the significance and implications of evaluation of training.

14. (a) Discuss the current practices in assessing training and development.

Or

- (b) Discuss the methods of Selection of trainers

15. (a) Discuss the relevance of culture of participants.

Or

- (b) Discuss about the design evaluation.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Discuss in detail about the development of HRD strategies.
17. Enumerate the methods of training and its types.



18. Elucidate the concept of return on investment and cost benefit analysis.
  19. Discuss in detail about the government policy on training and relevance of culture of participants.
  20. Elucidate the role trainer and line manager in evaluations.
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**D- 4662**

**Sub. Code**

**42114**

DISTANCE EDUCATION

P.G.D.(H.R.M)., EXAMINATION, DEC 2020.

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. Write a short note on Labourlaw in India
2. List down the various phases of trade union movement.
3. What do you mean by inter union rivalries?
4. Write any two major functions of industrial relation machinery.
5. What do you mean by conciliation?
6. Write a short note on arbitration.
7. List any two major problems in collective bargaining process.
8. Define strikes and lockouts.
9. What do you mean by grievance addressal?
10. Write a short note on contract labor.

PART B — (5 × 5 = 25 marks)

Answer ALL the Questions choosing either (a) or (b)

11. (a) Explain the salient features of constitution of India.

Or

- (b) Briefly explain the trade unions and economic development.

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

Or

- (b) What are the social obligations of industry?

13. (a) Explain the problems and prospects involved in collective bargaining.

Or

- (b) Explain the code of conduct and code of discipline in collective bargaining.

14. (a) Compare and contrast between conciliation and adjudication.

Or

- (b) Explain the code of conduct for safety programme.

15. (a) Briefly explain the functions of safety committee in an organization.

Or

- (b) Explain the implication of social security.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Discuss in detail about the trade union movement and union organization.
  17. Discuss about the role of government employers and unions in industrial relations.
  18. Discuss in detail about the types of negotiations.
  19. Compare and contrast between strikes and lockouts. Explain the various measures to prevent them.
  20. Explain the different types of safety organizations.
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D5967

42121

**DISTANCE EDUCATION**  
PGD(HRM) DEC – 2020 Examinations  
CBCS-2018-19 Academic year onwards  
**42121 – Labour Legislations – I**  
**II Semester**

Time : Three hours

Maximum : 75 marks

**PART –A (10 x 2 = 20 marks)**  
**Answer all questions**

1. Define Factories Act.
2. Explain the provisions related to safety.
3. Describe the working hours.
4. Who is an 'Occupier'?
5. List out any two remedies of employer against stranger.
6. Explain the term Lock-out.
7. What do you mean by unfair labour practices?
8. Define the term transfer.
9. Give any two functions of Inspectors.
10. Explain Abolition Act.

**PART-B (5 x 5 = 25 marks)**  
**Answer all questions Choosing either (a) or (b)**

11. a) What do you understand by the term 'manufacturing processes' as per the Factories Act 1948?  
(OR)  
b) Write notes on 'lock out' and 'lay off'.
12. a) What are the privileges of a registered trade union?  
(OR)  
b) State the procedures for licensing and registration of factories.
13. a) What are the objectives of shops and establishment Act 1947?  
(OR)  
b) Enumerate the principle welfare facilities to be provided in the factory under the Factories Act 1948.
14. 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) State the provisions of employee's state insurance corporation.

15. a) Illustrate the power of appropriate government to make declaration under the EPF.  
(OR)
- b) Enumerate the obligation of the employees under contract labour regulations and abolition Act 1970.

**PART-C (3 X 10 = 30 Marks)**

**Answer any Three questions**

16. Explain the types of benefits provided by the Employees' State Insurance Act 1948?
17. Define 'Strike'. Explain the prohibition of strikes and lock out.
18. What is object underlying the Industrial Disputes Act 1947?
19. Explain the daily and weekly hours of work in shops and establishment.
20. State the provisions of the Factories Act 1948 regarding health, safety and welfare of the workers.

**D-6389**

**Sub. Code**

**42122**

DISTANCE EDUCATION

PGDHRM EXAMINATION, DECEMBER 2020.

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 the questions.

1. Define the term 'Direct tax', as used in the bonus act, 1965
2. Define the term 'salary or wage', as used in the bonus act, 1965
3. What are the conditions for eligibility of bonus?
4. Define the term 'gratuity'
5. Define the term 'appropriate government', as used in the gratuity act, 1972
6. Define the term 'continuous service', as used in the gratuity act, 1972
7. What is the object of minimum wages act, 1948?

8. Define the term 'employer', as used in the minimum wages act, 1948.
9. State any two functions of a trade union
10. What is meant by certification of standing orders?

PART B — (5 × 5 = 25 marks)

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

11. (a) What are the rules for determination and distribution of bonus?  

Or

(b) Write a detailed note on the bonus formula given in the Bonus Act, 1965?
12. (a) How is gross profit calculated in case of company for the purposes of bonus?  

Or

(b) How is available surplus determined under the payment of bonus act?
13. (a) What are the rules as to determination and recovery of the amount of gratuity under the payment of Gratuity Act, 1972?  

Or

(b) Write a note on compulsory insurance of employer for payment of gratuity.
14. (a) What are the functions of advisory board constituted under the minimum wages act, 1948?  

Or

(b) Describe the powers of the appropriate government in the matter of fixing minimum rate of wages.



15. (a) What are the privileges of a registered trade union?

Or

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

PART C — (3 × 10 = 30 marks)

Answer any THREE questions

16. What are the special provisions of Bonus Act, 1965 in respect of new establishments?

17. What are the circumstances in which gratuity becomes payable to an employee under the payment of Gratuity Act, 1972?

18. State the provisions of minimum wages act, 1948 in connection with the protection against of employers with Government.

19. State the provisions of industrial employment (standing orders) act, 1946

20. Give a detailed note on the problems of trade unions in India.

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**D-6390**

**Sub. Code**

**42123**

DISTANCE EDUCATION

P.G.D.H.R.M. EXAMINATION, DECEMBER 2020.

Second Semester

COMPENSATION MANAGEMENT

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Distinguish between wage and salary.
2. What is compensation?
3. Define trade unionism.
4. Define variable pay.
5. What do you mean by 'Fringe Benefits'?
6. What do you understand by minimum wage?
7. What do you mean by wage incentive plans?
8. What are the group incentive schemes?
9. What do you mean by KPP?
10. Write a note on executive compensation.

PART B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) Discuss the essentials of sound wage and salary structure.

Or

- (b) Critically examine the components of compensation package in organized industry in India.

12. (a) What factors should be considered in fixing employee compensation?

Or

- (b) Explain the merits and demerits of group incentive schemes.

13. (a) What are the advantages and limitations of profit sharing?

Or

- (b) Explain the need for fringe benefits.

14. (a) Explain the benefits of linking pay to performance.

Or

- (b) Write a note on performance compensation.

15. (a) State key provisions of payment of wages act, minimum wages act and payment of bonus act.

Or

- (b) Discuss current trends in compensation.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. "Compensation refers to both extrinsic and intrinsic rewards." Explain this statement and state briefly the objectives that guide the design of compensation system in organizations.
  17. Describe the various types of fringe benefits offered to employees in India.
  18. Explain in detail the nature and objectives of job evaluation.
  19. Explain key performance parameters for wage determination.
  20. "Today high compensation is not the most important motivating factors for employees." Do you agree? Substantiate your answer with examples from different industries.
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**D-6391**

**Sub. Code**

**42124**

DISTANCE EDUCATION

P.G.D.H.R.M. EXAMINATION, DECEMBER 2020.

Second Semester

EMOTIONAL COMPETENCE

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. How does emotional intelligence differ from mental intelligence?
2. What are the types of emotional intelligence?
3. What is meant by social competence?
4. What do you mean by stress?
5. What is empathy?
6. What do you understand by job analysis?
7. What is initiative optimism?
8. Define leadership.
9. Distinguish between team and group.
10. What do you understand by multiple intelligences?

PART B — (5 × 5 = 25 marks)

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

11. (a) Write notes on creative and critical thinking.

Or

- (b) How is emotional intelligence important for people?

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

Or

- (b) Briefly explain self marketing.

13. (a) Write a note on disruptive emotions and impulses in check.

Or

- (b) Explain in detail passive emotions.

14. (a) What are the various approaches to leadership?

Or

- (b) Describe the process of communication.

15. (a) Briefly explain any two theories of motivation.

Or

- (b) Write notes on collaboration and cooperation.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain in detail various types of emotions.
17. What are the types of leadership? Explain them.

18. Discuss in detail the relationship between individual and institution.
  19. Identify some of the emotions that may cause dysfunctional behaviour. How can these emotions be managed?
  20. Explain in detail the nature and purpose of forming a team and group.
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