

**D-1066**

**Sub. Code**

**41911**

DISTANCE EDUCATION

P.G. DIPLOMA IN PERSONNEL MANAGEMENT AND  
INDUSTRIAL RELATIONS EXAMINATION,  
DECEMBER 2021.

First Semester

PRINCIPLES OF 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 meant by nature of management?
2. Explain MBO.
3. List out contributors towards management science and theories.
4. Write a note on organising.
5. Explain Departmentalization.
6. What do you mean performance appraisal?
7. What do you mean directing?
8. What are the types of communication?
9. Explain business ethics.
10. Write a note on strategic alliances.

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain functions of management.

Or

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

12. (a) What are the components of planning?

Or

- (b) Describe Formal and Informal groups in organizations.

13. (a) Discuss centralization and decentralization.

Or

- (b) Analyse human factor of motivation.

14. (a) Explain functions of leaders.

Or

- (b) Explain principles of co-ordination.

15. (a) Discuss Holistic approach for managers in decision making.

Or

- (b) Discuss business process reengineering.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Discuss F.W. Taylor and P.F. Drucker contribution on management.
  17. Examine general principles and importance of staffing.
  18. Explain any two theories of leadership.
  19. Discuss uses of communication to planning, organizing, coordinating and controlling.
  20. Describe process of control devices of control.
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**D-1067**

**Sub. Code**

**41912**

DISTANCE EDUCATION

P.G.D. (PM & IR) EXAMINATION, DECEMBER 2021.

First Semester

ORGANIZATIONAL BEHAVIOUR

(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 Organisational Behaviour.
2. What is introvert personality and extrovert personality?
3. What is the implication of Emotional Intelligence on managers?
4. What is Job satisfaction?
5. List the sources of power.
6. Mention the features of group dynamics.
7. What is a constructive and destructive conflict?
8. What do you mean by organisational climate?
9. Why do employees resist organisational change?
10. State the scope of organisational development.

PART B — (5 × 5 = 25 marks)

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

11. (a) Discuss the history of organizational behaviour.

Or

- (b) What is personality? Discuss its determinants.

12. (a) 'Self-awareness is the key stone of emotional intelligence.' Explain the statement.

Or

- (b) Analyse the significance of decision-making and problem-solving as core functions of management.

13. (a) 'Groups control members through the use of norms'. Elaborate.

Or

- (b) Elaborate the various sources of stress.

14. (a) Differentiate between organizational excellence and organizational efficiency.

Or

- (b) Describe the types of communication networks.

15. (a) Distinguish between proactive and reactive change.

Or

- (b) How do MNCs assimilate the homogeneity and heterogeneity of national cultures?

PART C — (3 × 10 = 30 marks)

Answer any THREE out of Five questions.

16. Explain the challenges and opportunities in the workforce of an organization.
  17. What are the different stages in team building process? Discuss the significance of a team.
  18. “A kind word and a gun are better than a kind word alone”. Discuss with reference to power in organisation.
  19. Explain the types of barriers to effective communication and discuss the strategies to overcome the barriers.
  20. Discuss the significance and causes of organizational change.
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**Sub. Code**

**41913**

DISTANCE EDUCATION

P.G.D. (PM & IR) DEGREE EXAMINATION,  
DECEMBER 2021.

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. What is HR policy?
2. Mention the content of job analysis.
3. What is forecasting?
4. What is placement?
5. What is Vestibule training?
6. List the different types of On-the-Job training methods.
7. What is MBO?
8. State any two objectives of Job evaluation?
9. What is demotion?
10. List any two objectives of HRIS.

PART B — (5 × 5 = 25 marks)

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

11. (a) Enumerate the purposes of job analysis.

Or

- (b) Why is Human resource planning is important? Explain its objectives.

12. (a) Describe the training methods for operatives and supervisors.

Or

- (b) Discuss the measures to build high employee morale in an organization.

13. (a) Why does an organisation need orientation process? Explain its objectives.

Or

- (b) Elaborate health and social security measures for the welfare of the employees in an organisation.

14. (a) Define transfer. Explain the various types of transfers.

Or

- (b) Examine the employee retention strategies for production and service companies.

15. (a) Describe the future of trade unionism.

Or

- (b) Explain how personnel research can be used for the optimum productivity in an organization.



PART C — (3 × 10 = 30 marks)

Answer any THREE out of Five questions.

16. How will you write a job description? Enumerate its components, merits and demerits.
  17. Describe the interview process in detail. And also mention some common interviewing mistakes.
  18. 'HR audit implies a critical examination and evaluation of policies, programmes and procedures in the area of HR management.' Justify.
  19. What is Performance Appraisal? Discuss its various methods for evaluating the performance of the employees.
  20. What is grievance? What are its causes? Discuss the need for a grievance handling procedure.
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**Sub. Code**

**41914**

DISTANCE EDUCATION

P.G. DIPLOMA IN PERSONNEL MANAGEMENT AND  
INDUSTRIAL RELATIONS EXAMINATION,  
DECEMBER 2021.

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. Mention any two General Duties of the Occupier under the Factories Act.
2. State three powers of the inspector.
3. Explain the functions of the commissioner.
4. What is the main requirement in order to get compensated?
5. List the points under the Workmen's Compensation Act, 1923 to demand employer's statements regarding fatal accidents.
6. Explain the special responsibility of the conciliation officer.
7. Discuss some of the miscellaneous provisions of the Industrial Disputes Act, 1947.

8. Explain the objective of the Shops and Establishments Act, 1947.
9. Enumerate the duties of Medical Benefit Council.
10. Discuss the process for registration of factories and establishments.

PART B — (5 × 5 = 25 marks)

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

11. (a) What are the working hours provisions, under the factories Act, 1948.

Or

- (b) Who are Certifying Surgeons? List their duties.

12. (a) Discuss the methods of calculating wages.

Or

- (b) Discuss the liability of the company in the event of winding-up proceedings.

13. (a) Define Industrial Dispute. List the constituents of an industrial dispute.

Or

- (b) What is meant by Retrenchment? Describe the procedure for retrenchment.

14. (a) Enumerate the unfair labour practices on the part of employers and trade union of employers under the Industrial Disputes Act, 1947.

Or

- (b) Explain the health and safety conditions that have to be maintained in shops and commercial establishment according to the Act.

15. (a) Elaborate the main objective of the Employees State Insurance Corporation (ESIC). Discuss its composition.

Or

- (b) Explain the salient features of the Employee Provident Fund Scheme.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Describe all the provisions in the Factories Act, 1948 pertaining to Women, children and Young person.
17. Discuss the general penalty for offenses under the Factories Act.
18. What are Occupational diseases? What are the provisions for the same in the Workmen's Compensation Act?
19. Elaborate the different aspects of the Settlement in conciliation under Industrial Disputes Act.
20. Explain the determination and recovery of money due from employer.

**D-1070**

**Sub. Code**

**41921**

DISTANCE EDUCATION

P.G.D. (PM & IR) EXAMINATION, DECEMBER 2021.

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. List out any four fundamental Rights.
2. Specify any four role of Trade Union.
3. Mention any three objectives of ILO.
4. Explain the meaning of Recommendation.
5. Explain types of Negotiations.
6. What do you mean Conciliation?
7. What is Code of Conduct?
8. What do you mean Lockout?
9. What is Ergonomics?
10. Write any three advantages of Personal Counseling.

PART B — (5 × 5 = 25 marks)

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

11. (a) Write a note on Labour Movement.  
Or  
(b) Write a note on ICFTU.
12. (a) Write a note on Labour Welfare Funds.  
Or  
(b) Explain Social obligations of Industry.
13. (a) Explain Voluntary arbitration.  
Or  
(b) Write a note on Works Committee.
14. (a) Explain the Problems of Collective Bargaining.  
Or  
(b) Explain the causes of Strikes.
15. (a) Explain Notice boards suggestion schemes.  
Or  
(b) Write a note on Contract Labour.

PART C — (3 × 10 = 30 marks)

Answer any THREE out of Five questions.

16. Trace the History of Trade Union in India.
17. Explain Workers Participation in Management.
18. Collective Bargaining Process-Explain.
19. Discuss Measures to stop Strikes and Lockouts.
20. Explain Grievance redressal Process.

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**Sub. Code**

**41922**

DISTANCE EDUCATION

P.G. DIPLOMA IN PERSONNEL MANAGEMENT AND  
INDUSTRIAL RELATIONS EXAMINATION,  
DECEMBER 2021.

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 do you mean available surplus?
2. Explain adjustment of customery of interim bonus payable.
3. Explain set on and set off allocable surplus.
4. List out exemption under Payment of Graduity Act 1972.
5. Write a note on Graduity.
6. Specify the procedure for fixing minimum wage.
7. Explain Advisory Board.
8. What do you mean standing orders?
9. List out four Rights of Trade Union.
10. List out any two legislations related to wages.

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain deduction from bonus payable.

Or

- (b) Discuss an importance of balance sheet.

12. (a) Discuss the deduction and fines as specified in Payment of Wages Act 1936.

Or

- (b) Describe the significance of maintaining of records and registers under Payment of Wages Act 1936.

13. (a) Explain fixing of minimum rate as specified Minimum Wage Act 1948.

Or

- (b) What are the duties of Advisory Board?

14. (a) Discuss power of Certifying Officer.

Or

- (b) What are the liabilities of trade?

15. (a) Explain fixation of wage periods.

Or

- (b) State the objectives of Minimum Wages Act 1948.



PART C — (3 × 10 = 30 marks)

Answer any THREE out of Five questions.

16. Discuss salient features of Payment of Bonus Act.
  17. Explain various provisions relating to responsibilities for Payment of Wages.
  18. Examine important provisions specified in Minimum Wages Act 1948.
  19. Describe salient features of Industrial Employment (standing orders) Act 1946.
  20. Analyse the importance of Legislation related to wages.
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**D-1072**

**Sub. Code**

**41923**

DISTANCE EDUCATION

P.G. DIPLOMA EXAMINATION, DECEMBER 2021.

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. List out objectives of training.
2. What are levels of training?
3. What do you mean task analysis?
4. What are the challenges of training managers?
5. What do you mean on the job training?
6. Explain types of evaluation of training.
7. What is IRR?
8. Explain ice breaking.
9. What do you mean cost benefit analysis?
10. Who is efficient trainer?

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain design of HRD systems.

Or

- (b) Describe tax slab for state and central level.

12. (a) Describe organisational structure of training organisation.

Or

- (b) Explain areas of training.

13. (a) Discuss importance of executive development programme.

Or

- (b) Explain key performance parameter.

14. (a) Explain

- (i) ROI
- (ii) CPA and
- (iii) CBA

Or

- (b) Discuss the way of choosing training.

15. (a) Examine the relevance of culture of participants on training.

Or

- (b) "Training improves worker's performance" Discuss .

PART C — (3 × 10 = 30 marks)

Answer any THREE out of Five questions.

16. Explain need and objectives of training.
  17. Discuss need and importance of executive development programme.
  18. Describe meaning, nature and types of evaluation of training.
  19. Examine Government policy on training.
  20. Discuss the role of training institute in India in providing training.
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**D-1073**

**Sub. Code**

**41924**

DISTANCE EDUCATION

P.G. DIPLOMA IN PERSONNEL MANAGEMENT AND  
INDUSTRIAL RELATIONS EXAMINATION,  
DECEMBER 2021.

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. What do you mean compensation?
2. What do understand wage and salary?
3. Explain perfect competition.
4. Write a brief note on incentive plan.
5. List out any two objectives of job evaluation.
6. What is KPP?
7. Explain token of gift.
8. Write briefly performance compensation.
9. Explain bonus.
10. What do you mean wage incentives?

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain wage settlement.

Or

- (b) Discuss elements of a good wage plan.

12. (a) Describe competition factors.

Or

- (b) Explain pay fixation process.

13. (a) Explain profit sharing.

Or

- (b) What are the types of non-monetary incentive schemes?

14. (a) Discuss implication of KPP.

Or

- (b) What are the problem of implementing performance compensation?

15. (a) Explain salient features of minimum wages act.

Or

- (b) Describe types of wage incentive plan.

PART C — (3 × 10 = 30 marks)

Answer any THREE out of Five questions.

16. Explain factors influences wage and salary.

17. Discuss wage fixation factors.

18. Describe principles of job evaluation program.
  19. Explain institutional mechanisms for wage determination performance parameters.
  20. Discuss current trends in compensation.
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