

**D-1074**

**Sub. Code**

**41811/  
42111/  
40511**

**DISTANCE EDUCATION**

**COMMON FOR PGDHA, PGDBM, PGDHRM  
EXAMINATION, DECEMBER 2021.**

**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. Explain nature and scope of management.
2. Define purpose of planning.
3. Write about types of decision making.
4. Define theories of organization.
5. What is meant by orientation?
6. Define innovation.
7. Short notes on global leading.
8. Write about leadership styles.
9. Define strategic alliances.
10. Discuss about benchmarking.

PART B — (5 × 5 = 25 marks)

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

11. (a) What is the basic concept of management?

Or

- (b) Write about types of organization.

12. (a) Explain about organizational culture.

Or

- (b) Define classification of organization.

13. (a) Write about physiological aspects of motivation.

Or

- (b) Write about psychological aspects of motivation.

14. (a) Write the difference between innovation and motivation.

Or

- (b) Scope of organization and its purpose.

15. (a) Explain the objectives and process of control devices.

Or

- (b) Explain new perspectives in management of control and strategic alliances.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the meaning and types of decision making.
  17. Define organizational structure and departmentalization in brief.
  18. Briefly explain human factors of motivation and Maslow theories of motivation.
  19. Define controlling its objectives and special control techniques.
  20. Define core competence in business process reengineering in details.
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**D-1082**

**Sub. Code**

**42112/  
40512**

**DISTANCE EDUCATION**

**COMMON FOR P.G.D.H.R.M., P.G.D.B.M. 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. Define Human Resource Management.
2. What do you mean by job analysis?
3. What is meant by job specification?
4. What are the internal sources of recruitment?
5. What do you mean by training?
6. What do you understand by executive development programme?
7. What do you understand by MBO?
8. Define trade union.
9. What do you understand by industrial relations?
10. What is collective bargaining?

PART B — (5 × 5 = 25 marks)

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

11. (a) Discuss the concept of Human resource Management.

Or

- (b) What are the challenges in Human Resource Management?

12. (a) Describe the contents in Job Analysis.

Or

- (b) What are the advantages of executive development programme?

13. (a) Distinguish between on the job and off the job training.

Or

- (b) Discuss the computer applications in Human Resource Management.

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

Or

- (b) Write a note on promotion and demotion.

15. (a) Discuss the concept of industrial relation system.

Or

- (b) Briefly explain the concept of collective bargaining.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Elaborate the role of Human Resource Manager.
  17. Describe the managerial and operative functions of Human Resource Management.
  18. Explain the selection procedure followed by an organization with which you are familiar.
  19. Explain various methods of training employees, pointing out the merits and demerits of each.
  20. Explain the objectives and importance of human resource information system.
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**D-1083**

**Sub. Code**

**42113**

DISTANCE EDUCATION

P.G.D.H.R.M. EXAMINATION, DECEMBER 2021.

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. State the need for training.
2. Define training.
3. What is GST?
4. What do you mean by employee training?
5. What do you mean by Executive Development Programme?
6. What is meant by evaluation of training?
7. Write a note on ice breaking and games.
8. Write a note on business games.
9. What is cost benefit analysis?
10. Write a note on kirkpatrick's model.

PART B — (5 × 5 = 25 marks)

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

11. (a) What are the objectives of employee training?

Or

- (b) Distinguish between training, education and development.

12. (a) “Training is an investment and not an expense.”  
Comment.

Or

- (b) What are the duties and responsibilities of training managers?

13. (a) Distinguish between on the job training and off the job training.

Or

- (b) What are the merits of executive development programme?

14. (a) Explain the role of training and development as corporate social responsibility.

Or

- (b) Write a note on evaluation of training.

15. (a) Briefly explain the learning cycle in training and development.

Or

- (b) Write a note on government policy on training.



PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain in detail the features and importance of employee training.
  17. How will you identify the training needs of an organization? Describe the process of training.
  18. Explain whether and how the effectiveness of training programmes can be evaluated.
  19. “Executive development is guided self development” Do you agree? Give reasons.
  20. Explain in detail various development programmes in public and private sector organizations.
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**D-1084**

**Sub. Code**

**42114**

DISTANCE EDUCATION

P.G.D.H.R.M. EXAMINATION, DECEMBER 2021.

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 do you understand by the term industrial relations?
2. What is a trade union?
3. Write a note on employers' association.
4. Write a note on recognition of trade unions.
5. What is meant by collective bargaining?
6. State any two features of collective bargaining.
7. What is meant by conciliation?
8. Why do industrial disputes arise?
9. What are the different forms that a strike can take?
10. What is the aim of safety committee?

PART B — (5 × 5 = 25 marks)

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

11. (a) Enumerate the various safety welfare measures in the organization.

Or

- (b) Explain the positive and negative role of trade unions in the maintenance of industrial relations harmony.

12. (a) Write a note on workers participation in industry.

Or

- (b) Explain the concept of industrial relations as a system.

13. (a) List down the main functions of a wage board.

Or

- (b) What are the objectives of collective bargaining?

14. (a) What measures can be taken to ensure industrial safety? Explain.

Or

- (b) Explain the causes of strikes and lockout in an industry.

15. (a) What are the methods of overcoming barriers to employee communication?

Or

- (b) Write a note on the personnel counseling.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the logic of trade unionism and critically examine the role of trade unions in the competitive global business environment.
  17. Explain the function of court of enquiry and voluntary arbitration and its adjudication.
  18. Discuss the role of collective bargaining in Human Resource Management.
  19. Explain the growth and development of wage board.
  20. Explain in detail contents and objectives of employee education.
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**D-1085**

**Sub. Code**

**42121**

DISTANCE EDUCATION

P.G.D.H.R.M. EXAMINATION, DECEMBER 2021.

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 questions.

1. Explain various provisions relating to health under Factories Act 1948.
2. Who is manager as per Factories Act 1948?
3. List out methods of calculating wage.
4. Specify reference of industrial disputes.
5. Explain retrenchment.
6. Define “Establishment” under shops and establishment Act 1947.
7. What is meant medical benefit council?
8. List out the benefits of employees provident fund and miscellaneous provisions Act 1952.
9. Specify the problem of contract labourers.
10. What do you mean strike?

PART B — (5 × 5 = 25 marks)

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

11. (a) Describe the provisions relating to welfare under factories Act 1948.

Or

- (b) Explain the provisions relating to licensing and registration of factories under factories Act 1948.

12. (a) Discuss employer's liability for compensation under employees workmen's compensation Act 1923.

Or

- (b) Explain causes of industrial dispute.

13. (a) Explain (i) Lock out (ii) Lay –off.

Or

- (b) Analyse powers of the authorities specified in shops and establishment Act 1947.

14. (a) Elaborate various benefits of employee's insurance Act 1948.

Or

- (b) Discuss important features of employees provident fund miscellaneous provisions Act 1952.

15. (a) Explain appointment of inspectors and their duties under exemption relating to the Act.

Or

- (b) Discuss salient features of contract labour regulation and abolition Act 1970.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Discuss the provisions of factories Act 1948 relating to health and safety.
  17. Explain powers and duties of authorities under industrial dispute Act 1947.
  18. Explain unfair labour practices.
  19. Elaborate salient features of employees welfare related acts.
  20. Discuss the important provisions of exemption relating to the Act.
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**D-1086**

**Sub. Code**

**42122**

DISTANCE EDUCATION

P.G.D.H.R.M. 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 by Payable Surplus?
2. Explain the term Interim Bonus.
3. Define Set on and Set off
4. What is Gratuity?
5. Explain Payment of Wages Act 1936.
6. What do you mean by Standing Orders?
7. What is Trade Union?
8. Explain Penalties under Trade Union Act 1926.
9. List out any two objectives of Minimum Wages Act.
10. What are the functions of Industrial Employment Act?



PART B — (5 × 5 = 25 marks)

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

11. (a) How do you calculate direct tax payable by the employer?

Or

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

12. (a) Explain the eligibility for bonus and payment of bonus.

Or

- (b) How will you adjust set on and set off in balance sheet and P&L A/c?

13. (a) Describe in detail the exemptions under payment of gratuity Act.

Or

- (b) Critically examine the various theories of wages.

14. (a) What are the guidelines that should be followed while fixing wages and salaries of employees?

Or

- (b) Briefly explain the standing orders and its provisions.

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

Or

- (b) Provisions related to modification of standing order- Explain.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. The payment of Bonus Act 1965 is not applicable to certain employees who are they?
  17. What are the provisions for the wages in the Tamil Nadu Catering Establishment Act 1958?
  18. What are the rules relating to nomination by an employee under the Payment of Gratuity Act 1972?
  19. Provisions related to industrial employment certification and operating of standing order-Explain.
  20. Define the term 'Scheduled employment' and examine the provisions relating to fixing and revising the minimum rates of wages in respect of any scheduled employment under the Minimum Wages Act, 1948.
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**D-1087**

**Sub. Code**

**42123**

DISTANCE EDUCATION

P.G. DIPLOMA (HRM) 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. Define compensation.
2. Differentiate wages and salary.
3. Write down the formulae of wages according to Time Rate System.
4. Define equity.
5. Outline the objective of compensation management.
6. What is fringe benefit?
7. What is the motive for employee rewards program?
8. Define basic salary.
9. Define dearness allowance.
10. Define KPP.

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the various influencing factors of compensation decision.

Or

- (b) Explain the nature and scope of compensation management.

12. (a) Explain the behavioural theories of wages.

Or

- (b) Summarize the classification of wages.

13. (a) Discuss the differences between the monetary and non monetary.

Or

- (b) Interpret the various categories of employee benefits.

14. (a) With the help of diagram explain components of compensation.

Or

- (b) Discuss the essential elements of tax planning.

15. (a) State the objective of national wages policy in India.

Or

- (b) What is executive compensation? Explain the steps in planning compensation for executives.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Elucidate the various forms of incentive plans offered by an employer in the compensation package.
  17. Explain the different types of compensation systems? Discuss the major features and components of executive compensation.
  18. How do you understand by competency based pay? Is it different from skill based pay? Discuss in detail.
  19. Explain the various strategies for successful implementation of compensation programs for the organization.
  20. Describe the emerging issue and trends in compensation management.
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**D-1088**

**Sub. Code**

**42124**

DISTANCE EDUCATION

P.G. D.H.R.M. EXAMINATION, DECEMBER 2021.

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 is social competence?
3. Define self assessment.
4. What is teamwork?
5. Define motivation.
6. Define empathy.
7. Define job analysis.
8. Who is leader?
9. Define group.
10. Define rewards.

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the different types of emotions.

Or

- (b) Explain the significance of emotional intelligence.

12. (a) How would you show your understanding of developing the sense one's self worth and capabilities?

Or

- (b) Explain the various types of rewards.

13. (a) Describe how you would diagnose a conflict situation.

Or

- (b) Elucidate the implications of job enlargement.

14. (a) Describe the types of groups in an organization.

Or

- (b) Explain the factors influencing formal groups.

15. (a) How would you describe McGregor's theory X and theory Y and its assumptions?

Or

- (b) How will you manage a change in an organisation?

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Discuss the nature of emotions and the need for managing emotions in organisations.
  17. Human behaviour is more complex than what people believe. Do you agree? Substantiate your views.
  18. Explain how thy change in technology has impact on people Management.
  19. 'Organisation as an open system requires the present leaders to be highly adept' - How would you explain this?
  20. Identify the various types of motivation. How would you show your understanding of process of motivation?
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