

**D-7554**

**Sub. Code**

**41811/42111/  
40511**

DISTANCE EDUCATION  
COMMON FOR PGDHA, PGDHRM, PGDBM EXAMINATION  
MAY 2021 EXAMINATION  
&  
MAY 2020 ARREAR EXAMINATION

First Semester

MANAGEMENT PRINCIPLES AND PRACTICES

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Point out the difference between management and administration.
2. What is planning?
3. Define decision making.
4. What do you understand by training?
5. What is motivation?
6. Define recruitment.
7. What are the elements in communication?
8. What is coordination?

9. What is business ethics?
10. State any two control techniques.

SECTION B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) What are the functions of management?
- Or
- (b) Assess the role of Henry Fayol in the development of management thought.
12. (a) Describe the major steps in the procedure of planning.
- Or
- (b) Explain the merits and demerits of decision making.
13. (a) What do you understand by delegation of authority?
- Or
- (b) Describe Maslow's theory of motivation.
14. (a) Explain in detail the various leadership styles.
- Or
- (b) What are the barriers to effective communication?
15. (a) Explain the relation between planning and controlling.
- Or
- (b) Enumerate the various techniques of control.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Discuss the evolution of management.
  17. Explain the various forms of organization and its importance.
  18. Compare the pros and cons of centralization and decentralization.
  19. Leadership is situational. Critically examine this statement.
  20. Explain in detail process of control.
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**D-6635**

**Sub. Code**

**42112/40512**

DISTANCE EDUCATION

COMMON FOR P.G.DIP.HRM, P.G. DBM EXAMINATION.

MAY 2021 EXAMINATION

&

MAY 2020 ARREAR EXAMINATION

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. What do you mean by the term "Human Resources"?
2. What is job description?
3. What is Human Resource Planning?
4. Define recruitment.
5. What do you mean by training?
6. What do you understand by executive development programme?
7. Define trade union.
8. What do you understand by industrial relations?

9. What is collective bargaining?
10. What do you understand by human resource information system?

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the nature of Human Resource Management.

Or

- (b) How will you organize the HRM function in your organization?

12. (a) Distinguish between job description and job specification.

Or

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

13. (a) Explain the need for training in modern industry.

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. “Human Resource Management involves two categories of functions-managerial and operative.” Describe these functions.
17. Explain in detail various sources of recruitment.
18. How will you identify the training needs of an organization? Describe the process of training?
19. Explain in detail traditional and modern performance appraisal techniques.
20. Explain scope and importance of Human Resource Information system.
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**D-6636**

**Sub. Code**

**42113**

DISTANCE EDUCATION  
P.G.D. (HRM) DIPLOMA EXAMINATION.  
MAY 2021 EXAMINATION  
&  
MAY 2020 ARREAR EXAMINATION  
First Semester  
TRAINING AND DEVELOPMENT  
(CBCS 2018-19 Academic Year onwards)

Time : 3 hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. What is the role of training in career development?
2. What is GST?
3. What do you mean by employee training?
4. What do you mean by Executive Development Programme?
5. What do you understand by evaluation of training?
6. Write a note on business games.
7. What is the role of external agency in training and development?
8. What is cost benefit analysis?

9. What do you understand by return on investment?
10. Write a note on Kirkpatrick's model.

PART B — (5 × 5 = 25 marks)

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

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

Or

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

12. (a) What are the duties and responsibilities of training managers?

Or

- (b) Briefly explain the training in manufacturing and service organizations.

13. (a) Explain the role of organizational climate in training and development.

Or

- (b) What are the demerits 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) Write a note on 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 the benefits of training from the viewpoint of an enterprise and its employees.
17. Discuss the importance of training in the fast changing environment.
18. Explain whether and how the effectiveness of training programmes can be evaluated.
19. Distinguish between on the job and off the training. When will you use these techniques?
20. Explain in detail various developmental programmes in public and private sector organizations.

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**D-6637**

**Sub. Code**

**42114**

DISTANCE EDUCATION  
P.G.D. (HRM) DIPLOMA EXAMINATION.  
MAY 2021 EXAMINATION  
&  
MAY 2020 ARREAR EXAMINATION  
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. Define 'Trade union'.
3. What is ICFTU?
4. Write a note on employers' association.
5. What functions are served by trade unions?
6. What do you mean by conciliation?
7. Define collective bargaining.
8. What is the preparatory work to be done before the commencement of collective bargaining?

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) Explain the obstacles in the growth of strong trade unionism in India.

Or

- (b) Write notes on recognition of trade unions.

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

Or

- (b) List down the main functions of wage board.

13. (a) What are the features of collective bargaining?

Or

- (b) Write a note on workers participation in industry.

14. (a) Describe the employee's safety and security programmes.

Or

- (b) What are the implications of social security measures in an industry?

15. (a) What do you understand by ergonomics?

Or

(b) Write a note on mental health and its significance.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Discuss the various trade union movements in India.
17. Industrial relations in India are largely regulated, shaped and structured by the state.” Comment.
18. Explain the function of court of enquiry and voluntary arbitration and its adjudication.
19. “Collective bargaining assumes collective wisdom of both management and labour”. Discuss.
20. Explain the barriers of effective employee communication in the industry.
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**D-7146**

**Sub. Code**

**42121**

DISTANCE EDUCATION  
PGDHRM EXAMINATION  
MAY 2021 EXAMINATION  
&  
MAY 2020 ARREAR EXAMINATION  
Second Semester

LABOUR LEGISLATIONS - I

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. What do you mean by welfare?
2. List out any two penalty provisions under factories act.
3. Define workmen's compensation act.
4. What is industrial dispute?
5. Explain Lay-off.
6. What do you mean by closure?
7. What are comes under offences and penalties?
8. Define: EPF
9. Who s an 'Inspector'?
10. What do you mean by transfer of money?

SECTION B — (5 × 5 = 25 marks)

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

11. (a) What is the difference between strike and lock out?

Or

- (b) What are the compensation methods of calculating wages under factories act?

12. (a) What is the object of industrial disputer act 1947?

Or

- (b) Discuss the daily and weekly hours of work in shops and establishment.

13. (a) Write a brief note on the scope and object of workmen's compensation act?

Or

- (b) Discuss the important provision of the factories act 1948.

14. (a) What is an industrial dispute? What is its essential?

Or

- (b) How far is an employee liable for compensation injured by an accident arising out of and in course of his employment?

15. (a) Write a note on the employees state insurance act 1948.

Or

- (b) Elucidate briefly the procedure for transfer of accounts and liability in case of transfer.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Discuss the various health and safety measures under the Tamil Nadu shop and establishment act 1947.
  17. Define and discuss 'arising out and in the course of employment' as used in the workmen compensation act 1923.
  18. State the provisions under unfair labour practices.
  19. Critically examine the 'Employees' provident scheme under the Employees' provident funds are miscellaneous provisions act, 1952.
  20. Explain the appointment procedure of inspectors and their duties in detail.
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**D-7139**

**Sub. Code**

**41922/42122**

DISTANCE EDUCATION

Common for P.G.D. (PM & IR)/P.G.D. (HRM) DIPLOMA  
EXAMINATION

MAY 2021 EXAMINATION

&

MAY 2020 ARREAR EXAMINATION

Second Semester

Personnel Management and Industrial Relations

LABOUR LEGISLATIONS - II

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. What do you mean bonus?
2. Explain adjustment customary.
3. List out objectives of payment of Wages Act 1936.
4. How to fix wage periods?
5. What are registers maintained under Minimum Wages Act 1948?
6. Explain the term minimum wage.
7. List out any two legislations pertaining to wages.

8. What do you mean trade union.
9. Explain standing orders.
10. What is meant direct tax?

SECTION B — (5 × 5 = 25 marks)

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

11. (a) Explain surplus calculation of direct tax payable by the employer.

Or

- (b) Discuss various deductions from bonus payable.

12. (a) What are the provisions relating to responsibility for payment of wages?

Or

- (b) Explain adjudication of claims.

13. (a) Explain procedure for fixing of minimum wages.

Or

- (b) Discuss powers of appropriate Government in regulating Minimum Wages Act 1948.

14. (a) Narrate provision regarding certification and operating of standing orders.

Or

- (b) Explain procedure followed for registration of trade union.

15. (a) Discuss an importance of payment of Bonus Act.

Or

(b) Analyse an special features of payment of Wages Act 1936.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE out of Five questions.

16. Explain in detail the eligibility for Bonus and payment of bonus.
17. Discuss salient features of payment of Graduity Act 1972.
18. Describe the importance of Minimum Wages Act 1948.
19. Explain salient features of Trade Union Act 1926.
20. Examine an importance of maintaining registers and records.
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**D-7147**

**Sub. Code**

**42123**

DISTANCE EDUCATION  
P.G.D. (HRM) EXAMINATION  
MAY 2021 EXAMINATION  
&  
MAY 2020 ARREAR EXAMINATION  
Second Semester  
COMPENSATION MANAGEMENT  
(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. What is compensation management?
2. Define compensation differentials.
3. Define wage.
4. Write down the formulae of wages according to time rate system.
5. What is imperfect competition?
6. Define incentive.
7. Define job evaluation.
8. What is meant by performance linked compensation?
9. Define rewards.
10. Define bonus.

SECTION B — (5 × 5 = 25 marks)

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

11. (a) Explain the importance of compensation management.

Or

- (b) Explain the determinants of compensation decision.

12. (a) List the importance of rewards.

Or

- (b) Explain the various types of rewards.

13. (a) Explain the concept of surveying pay and compensation practices.

Or

- (b) Elucidate the various components of executive remuneration.

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

Or

- (b) Categorize the various types of incentives plans.

15. (a) How would you show your understanding of the compensation plan of an employee?

Or

- (b) Discuss Porter and Lawler's theory of motivation.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Based on your learning draft a suitable rewards and recognition program for MSMEs.
  17. Elucidate the various influential factors for fixing wage and salary.
  18. Explain the different types of compensation system.
  19. How will you design KPI for logistics and supply chain management?
  20. Discuss the recent trends in compensation management.
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**D-7148**

**Sub. Code**

**42124**

DISTANCE EDUCATION  
P.G.D. (HRM) EXAMINATION  
MAY 2021 EXAMINATION  
&  
MAY 2020 ARREAR EXAMINATION  
Second Semester

EMOTIONAL COMPETENCE

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Define emotion.
2. What is meant by emotional labour?
3. What is self marketing?
4. Define career planning.
5. What is passive emotion?
6. Define initiative.
7. What is job enlargement?
8. Define catalyst.
9. Define group.
10. What is resistance to change?

SECTION B — (5 × 5 = 25 marks)

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

11. (a) Explain the nature and importance of emotional intelligence.

Or

- (b) Elaborate the factors influencing of emotions.

12. (a) How to overcome the barriers in attitudinal change?

Or

- (b) Describe the factors influencing personality.

13. (a) Discuss the measures of managing conflict.

Or

- (b) Describe the need and benefits of self-development.

14. (a) Suggest the ways for effective communication.

Or

- (b) Write a detailed note on the nature and importance of leadership.

15. (a) Elucidate are the different stages in team building?

Or

- (b) Explain the types of learners.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Narrate the contributions of various disciplines towards the study of emotional intelligence.
  17. Why do you think organizations need to have an understanding of human behaviour? Discuss.
  18. Elucidate the importance of effective communication with suitable examples from the Indian education system.
  19. If job satisfaction is not behavior why is it considered a most important independent variable? Construct your arguments on this statement by listing various examples.
  20. (a) Analyze the Maslow's Hierarchy of needs theory.  
(b) Examine the Herzberg's two factor theory.
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