

D-7069

Sub. Code

41911

DISTANCE EDUCATION

P.G.D. (PM & IR) EXAMINATION, DECEMBER 2022.

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. Distinguish between management and administration.
2. Mention any four management thoughts in schools of management theory.
3. What is the significance of Principles of Management?
4. Differentiate between Delegation and Decentralization.
5. What is importance of motivation?
6. List any four top leadership skills that make a great leader.
7. State any four advantages of Strategic Management.
8. What is accountability?
9. Name any four barriers to effective communication.
10. Give any two ways of reducing stress.

PART B — (5 × 5 = 25 marks)

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

11. (a) What are the different Levels of Management?
Or
(b) Explain briefly the principles of scientific management.
12. (a) What are the steps in Management by Objectives Process?
Or
(b) Distinguish formal and Informal organisation.
13. (a) Write a note on Likert's Management Systems.
Or
(b) Explain briefly any five leadership styles.
14. (a) Explain briefly the types of control techniques in management.
Or
(b) What are the advantages of Strategic Management?
15. (a) What are the five forms of communication?
Or
(b) What are the key principles of Total Quality Management?

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Describe the principles of management evolved by Fayol.
17. Explain the types of planning.

18. Illustrate the theory of motivation by Maslow.
 19. Elucidate the control process.
 20. Discuss the social responsibility of management.
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D-7070

Sub. Code

41912

DISTANCE EDUCATION

P.G. (PM & IR) DIPLOMA EXAMINATION,
DECEMBER 2022.

First Semester

ORGANIZATIONAL BEHAVIOUR

(CBCS 2018-2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Write the meaning of OB.
2. What is personality?
3. Type of attitude – briefly explain.
4. Brief note on group norms.
5. Limitations of power.
6. What is stress management?
7. Write any three factors affecting organizational climate.
8. What is non-verbal communication?
9. What are the causes of organizational change?
10. Features of OD – Explain.

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the determinants of personality.

Or

- (b) What is organizational commitment.

12. (a) List out the factors affecting job satisfaction.

Or

- (b) Decision making process – Explain.

13. (a) What is group cohesiveness?

Or

- (b) What are the characteristics of organizational power?

14. (a) What is organizational politics?

Or

- (b) Strategies for resolving conflict – Discuss.

15. (a) Impact of organizational culture – Discuss.

Or

- (b) OD interventions – Explain.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Discuss challenges and opportunities of OB.
17. Discuss EI as a managerial tool.

18. Explain the factors creating political behaviour.
 19. Discuss the use of technology in business communication.
 20. Explain the problems and process of OD.
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Sub. Code

41913

DISTANCE EDUCATION

P.G. DIPLOMA EXAMINATION, DECEMBER 2022.

First Semester

(PM & IR)

HUMAN RESOURCE MANAGEMENT

(CBCS 2018-2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. List out objectives of Human resource management.
2. Explain the meaning personnel policy.
3. Write a note on sources of Recruitment.
4. What is interview?
5. What do you mean training techniques?
6. What is fringe benefits?
7. Explain Employee Retention.
8. What is meant job evaluation?
9. Write a note on Industrial Relations.
10. What is human resource information system?

PART B — (5 × 5 = 25 marks)

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

11. (a) What are the challenges of human resource management?

Or

- (b) Explain role of HR department.

12. (a) Describe selection process.

Or

- (b) Discuss orienting the employees and its importance.

13. (a) Analyse computer applications in human resource management.

Or

- (b) Explain health and social security measures.

14. (a) Describe employment retention strategies for production and service industry.

Or

- (b) Explain swot.

15. (a) Discuss retirement benefits.

Or

- (b) Explain collective bargaining.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain scope and functions of HRM.
17. Discuss role of Human Resource Manager.

18. Describe training methods for operatives and supervisors.
 19. Explain job evaluation systems.
 20. Discuss various welfare benefits for the betterment of employee welfare.
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41914

DISTANCE EDUCATION

P.G.D. (PM & IR) EXAMINATION, DECEMBER 2022.

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. Define Labour welfare.
2. List out the four safety measures for labour.
3. Point out the unfair labour practices.
4. What is industrial dispute?
5. State the four roles of standing committee.
6. What is employees provident fund?
7. List out the few problems of contract labours.
8. Write short note on Labour Legislation
9. Define Penalty Provisions
10. What is employers liability?

PART B — (5 × 5 = 25 marks)

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

11. (a) Briefly explain about Factories Act 1948.

Or

- (b) Give a short note on licensing process of factories.

12. (a) Describe about reference of industrial dispute.

Or

- (b) Differentiate between transfer and closure.

13. (a) Briefly explain about Medical benefit council.

Or

- (b) Give a short note on miscellaneous provisions.

14. (a) Describe about the duties of inspectors.

Or

- (b) Point out the importance of employer and employee relationship.

15. (a) Briefly explain about contract labour abolition act 1970.

Or

- (b) Write a short note on remedies of employer against stranger.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain in detail about Industrial Dispute and Unfair Practices act.
 17. Narrate about shops and establishment act 1947.
 18. Describe about employees state insurance Corporation.
 19. Enumerate about process of recovering money due from employer.
 20. Explain in detail about workmen's compensation act 1923.
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41921

DISTANCE EDUCATION

P.G.D. (PM & IR) EXAMINATION,
DECEMBER 2022.

Second Semester

Personnel Management and Industrial Relations

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 do you mean by labour movement?
2. What are the types of Directive Principles?
3. What does the International Trade Union Confederation do?
4. What do you mean by Federation Union?
5. What is ILO?
6. What is collective bargaining?
7. Define lockout.
8. What is voluntary arbitration?
9. What is safety Programme?
10. List any four problems of child labour.

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the present status of WFTU.

Or

- (b) What are the different approaches to Industrial Relations?

12. (a) Write briefly the evolution of Trade Unionism in India.

Or

- (b) Give any five suitable suggestions for effective functioning of conciliation.

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

Or

- (b) Explain the various industrial relations problems in Public Sector.

14. (a) Explain the importance of Employee Communication.

Or

- (b) Why does child labour happen?

15. (a) What is the role of government in industrial relations?

Or

- (b) Write a short note on Social Assistance.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the phases of Trade Union movement.
17. Discuss the various types of negotiations.
18. Explain the various provisions to ensure the safety of the workers in the factories.
19. Explain the following:
 - (a) Agricultural labour
 - (b) Contract labour
 - (c) Child labour
 - (d) Female labour
20. Describe the functions of Safety Committee.

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41922/42122

DISTANCE EDUCATION

**P.G.D. (Pm & IR) & P.G.D. (HRM) EXAMINATION,
DECEMBER 2022.**

Second Semester

LABOUR LEGISLATION – II

(Common for P.G.D. (PM & IR) and P.G.D. (HRM))

(CBCS 2018-19 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Define 'Allocable surpluses'.
2. What is meant by 'Set off'?
3. Mention any four items included in the wages.
4. What is meant by 'Over-time'?
5. Define 'Superannuation' under Payment of Gratuity Act.
6. Give the formula for monthly rated employee's gratuity calculation.
7. Who is a 'Certifying Officer' under Industrial Employment Standing Orders Act?
8. What is 'Payment of Subsistence Allowance'?

9. What is meant by Amalgamation of Trade Unions?
10. What will the consequences of failure to submit returns?

PART B — (5 × 5 = 25 marks)

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

11. (a) What are the conditions for the declaration of bonus?

Or

- (b) Explain the concept of 'set on' and 'set off'.

12. (a) What are the powers of Inspector under Payment of Gratuity Act?

Or

- (b) What are the rules for appeal of payment of wages under Payment of Wages Act?

13. (a) Outline the medium of payment of wages under Payment of Wages Act.

Or

- (b) What items of money or allowances are taken into consideration in order to fix or revise Minimum Rate of Wages?

14. (a) What are the norms to be followed in Payment of Minimum Wages?

Or

- (b) Narrate the procedure for certification of standing orders and other provisions relating to standing orders.

15. (a) What are the penalties for offences made under Industrial Employment (Standing Orders) Act?

Or

- (b) What are the benefits given to the workers under Trade Union Act?

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. How would you determine the gross profit under the Payment of Bonus Act?
17. Explain the provisions related to determination of the amount of gratuity under Payment of Gratuity Act.
18. Enumerate the Statutory Deductions available under Payment of Wages Act.
19. Explain the provisions made to safeguard the Payment of Minimum Wages under Minimum Wages Act.
20. Explain how Trade unions are amalgamated and dissolved.
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D-7075

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41923

DISTANCE EDUCATION

P.G. (PM & IR) DIPLOMA EXAMINATION,
DECEMBER 2022.

Second 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. Write any four objectives of training.
2. Distinguish between training and development.
3. Mention any four responsibilities of training managers.
4. Specify any two necessities of employee training.
5. What is the scope of Executive Development Programmes?
6. What is the implication of training?
7. What is Cost Benefit Analysis?
8. How will you select participants for training?
9. How will you estimate the budget for training?
10. Name any two development programmes in private sector organisation.

PART B — (5 × 5 = 25 marks)

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

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

Or

- (b) What are task and individual analysis?

12. (a) How will you select a trainer?

Or

- (b) Write the organizational climate for Training and Development.

13. (a) What is the need and importance of EDP?

Or

- (b) What are the key performance parameters?

14. (a) How will you evaluate training?

Or

- (b) Explain briefly the learning cycle.

15. (a) What are the uses of 'Ice breaking' and 'games' in training?

Or

- (b) What is Kirkpatrick's model?

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Describe the development of HRD strategies.
17. Explain the organizational structure of training organisations.

18. Elucidate the methods of training.
 19. Explain the methods of evaluation of effectiveness of training.
 20. Discuss the role of any five functions of Training Institutes in India.
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D-7076

Sub. Code

41924

DISTANCE EDUCATION

P.G.D. (PM & IR) EXAMINATION, DECEMBER 2022.

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. Write short note on Minimum wages Act.
2. What do you mean by 'Wage policy'?
3. Who is called 'Executive'?
4. Write short note on piece rate system.
5. Give short note on Fringe benefits.
6. Mention any four monetary benefits.
7. Define Pay fixation.
8. Write short note on PCIDSS.
9. What do you understand by Living Wages?
10. Write short note on 'Company factors'.

PART B — (5 × 5 = 25 marks)

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

11. (a) What are the rules for determination of wage and administration?

Or

- (b) Write short note on evaluation theory.

12. (a) Explain the important provisions of Minimum ages act 1948.

Or

- (b) Narrate the pay fixation process.

13. (a) Briefly explain the approaches of executive compensation.

Or

- (b) What are the factors commonly used as yardsticks in measuring job in a point system of job evaluation?

14. (a) Write short note on employee stock option plan.

Or

- (b) Briefly explain different classification of incentives.

15. (a) What the wage determinant factors also evaluate pay problems of the business in current situation?

Or

- (b) Enumerate the nature and objectives of job evaluation.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. What are the components of compensation management?
 17. Enumerate the competition factors of trade union.
 18. Discuss various group incentive schemes for increasing productivity in a large organization.
 19. Explain the various methods of job evaluation.
 20. What are the types of non-monetary incentives?
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