

D-7077

Sub. Code

**41811/42111/
40511**

DISTANCE EDUCATION

**COMMON FOR P.G.D.H.A./P.G.D.H.R.M./P.G.D.B.M
EXAMINATION, DECEMBER 2022.**

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 management.
2. What is planning?
3. Define requirement.
4. What is informal organisation?
5. Define motivation.
6. What is leadership?
7. Define communication.
8. What is coordination?
9. Define business ethics.
10. What is strategic alliances?

PART B — (5 × 5 = 25 marks)

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

11. (a) Write short notes on functions of management.

Or

- (b) Write about planning premises.

12. (a) Explain theories of organisation.

Or

- (b) Write short notes on span of control.

13. (a) Performance appraisal – Explain.

Or

- (b) Physiological aspects of motivation – Explain.

14. (a) Explain leadership styles.

Or

- (b) Explain coordination process.

15. (a) Explain ethics committee in the organisation.

Or

- (b) Write short notes on balance score-card.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Discuss patterns of the management analysis.
17. Explain projects and budgets.
18. Explain organisational culture and global organising.
19. Discuss leadership theories.
20. Explain ethics committee in the organisation.

D-7085

Sub. Code

42112/40512

DISTANCE EDUCATION

COMMON FOR P.G. DIPLOMA (HRM)/PGDBM DEGREE
EXAMINATION, DECEMBER 2022.

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 HRM.
2. List the need for HR policies.
3. Why do employees resist Training?
4. Define Recruitment.
5. Define Socialization.
6. What is Vestibule Training?
7. What is the employee safety program?
8. What is meant by Performance Feedback?
9. Define Assessment Centre.
10. Define Social Security.

PART B — (5 × 5 = 25 marks)

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

11. (a) Summarize the operational and strategic roles of Human Resource Manager.

Or

- (b) Compile the need and scope of HRM.

12. (a) Explain the types of human resource policies.

Or

- (b) Explain the process of formulating HR Policies.

13. (a) Evaluate the external factors affecting recruitment.

Or

- (b) Describe Off-the-Job methods of training.

14. (a) Evaluate the guidelines for designing an effective executive development programme.

Or

- (b) Illustrate the various types of promotion.

15. (a) Describe the various ways to cope with demotion.

Or

- (b) How would you show your understanding of the compensation plan of an employee?

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. How does workplace diversity affect HR Function?
17. Organizations have adapted to E - Recruitment methods. Examine the Pros and Cons.

18. Trace out the impact of Training and Development on employee performance and productivity
 19. How do you understand by competency based pay? Is it different from skill based pay? Discuss and draft a suitable Rewards and Recognition program for a Medium Sized start-up.
 20. Draft a suitable Grievance Handling Procedure to be implemented at a large scale Automobile Manufactures.
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D-7086

Sub. Code

42113

DISTANCE EDUCATION

P.G.D.H.R.M. EXAMINATION, DECEMBER 2022.

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. Define Training and Development.
2. Explain Bottom Training.
3. Explain GST.
4. What do you mean by Organizational Climate?
5. What is Attitude?
6. Explain the Nature of training.
7. What is CBA Linking training?
8. State the need of assessment.
9. What do you mean by Budget Estimation?
10. Explain Task Analysis.

PART B — (5 × 5 = 25 marks)

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

11. (a) What are the various features of programmed instructions?

Or

- (b) “Training is an investment and not an expense.”
Comment.

12. (a) Enlist the reasons of resistance to training.

Or

- (b) Discuss the role of external agency in training and development.

13. (a) Why On-the-job training is commonly used by organizations?

Or

- (b) Discuss the steps involved in the process of training evaluation.

14. (a) Discuss the various tasks involved in training administration.

Or

- (b) Explain the role and applications of various audio visual aids in training programme.

15. (a) Discuss the role of trainers and line managers in the evaluation of training programmes.

Or

- (b) Critically analyse the Kirk Patricks model for evaluating training.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. What are the barriers to an effective training process? Suggest ways to make training better.
17. Describe in detail the various methods of assessing training needs.
18. Explain in the context of organizational behaviour, the various principles of learning.
19. Explain the procedure for monitoring and evaluation of training programmes. Detail our some important monitoring techniques.
20. How is the Indian corporate sector being affected by the current trend of issues related to training and development?

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42114

DISTANCE EDUCATION

P.G. DIPLOMA (HRM) EXAMINATION, DECEMBER 2022.

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. State two environments for good Industrial Relations?
2. Define code of conduct.
3. Define conciliation.
4. Compare arbitration and adjudication.
5. State the objectives of labour welfare funds.
6. How education schemes are helpful for workers?
7. What is national safety council?
8. Define occupational diseases
9. Compare BPO and KPO.
10. What is social security?

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the present status of Industrial Relations in India.

Or

- (b) What is your opinion about trade union movement in India?

12. (a) Explain the government mechanism for prevention of industrial disputes.

Or

- (b) Suggest the measures to make conciliation machinery effective.

13. (a) How would you show your understanding of non-statutory welfare measures?

Or

- (b) Outline the training programmes on the welfare of the workers.

14. (a) What kinds of losses occur due to accidents?

Or

- (b) Describe the nature and need for industrial safety.

15. (a) Discuss the emergence of female labour refers in India.

Or

- (b) What are the implications of social security?

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Elucidate the approach would you use to strengthen trade union movement in India.
 17. Explain the weaknesses of conciliation machinery in settling the industrial disputes.
 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-7088

Sub. Code

42121

DISTANCE EDUCATION

P.G. DIPLOMA (HRM) EXAMINATION, DECEMBER 2022.

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. Define the term factory, as used in Factories Act, 1948.
2. Define the term adult, as used in Factories Act, 1948.
3. Define the word industry under Industrial Disputes Act, 1947.
4. Define principal employer as used in the Employees' State Insurance Act, 1948.
5. Define appropriate Government as used in the Employees' State Insurance Act, 1948.
6. What is employees' state insurance fund?
7. Define Lay off.
8. Define Lock-out.
9. Define wages.
10. What establishments may be exempted from the operation of the Employees' provident scheme, 1952?

PART B — (5 × 5 = 25 marks)

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

11. (a) Does the Factories Act, 1948 apply to factories belonging to the central Government?

Or

- (b) Who are certifying surgeons? What are their duties?

12. (a) Describe the procedure of appointment of inspectors under the Factories Act, 1948.

Or

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

13. (a) What are the various methods for the settlement of industrial disputes under the Industrial Disputes Act 1947?

Or

- (b) What are the duties of a conciliation officer as laid down in Industrial Dispute Act 1947?

14. (a) What are the different types of benefits provided by the Employees' State Insurance Act, 1948?

Or

- (b) Write a note on the scope and object of the Employees' provident Funds and Miscellaneous provisions Act, 1952.

15. (a) Discuss the need for having standing orders in industrial establishments.

Or

- (b) Write a note on Grievance settlement authority.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. State the provisions of the Factories Act, 1948 with regard to health, safety and welfare of the workers.
 17. Discuss the provisions of the Industrial Dispute Act 1947 relating to voluntary reference of disputes to arbitration.
 18. How are inspectors for the purposes of the Employees' provident Funds and Miscellaneous provisions Act, 1952.
 19. State the general provisions regarding benefits under the Employees' State Insurance Act, 1948.
 20. Explain employer and employee relationship under Contract Labour Regulations and abolition act, 1970.
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D-7074

Sub. Code

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-7089

Sub. Code

42123

DISTANCE EDUCATION

P.G. DIPLOMA (HRM) EXAMINATION,
DECEMBER 2022.

Second Semester

COMPENSATION MANAGEMENT

(CBCS 2018-2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. What is pay structure?
2. Distinguish between wage and salary.
3. Define trade unionism.
4. What do you understand by rewards?
5. What is meant by executive compensation?
6. What do you mean by fringe benefits?
7. What is employee stock option plan?
8. What is meant by job evaluation?
9. What are monetary incentives?
10. What is profit sharing?

PART B — (5 × 5 = 25 marks)

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

11. (a) Critically examine the components of a compensation package in organized industry in India.

Or

- (b) What are the factors influencing wage structure?

12. (a) Should the Indian industry have a single trade union? Why?

Or

- (b) Should the wages be linked with productivity in a developing economy like India?

13. (a) Describe the role of compensation in employee motivation.

Or

- (b) How can a job evaluation programme be made more effective?

14. (a) Explain the legislation regarding compensation.

Or

- (b) Discuss the current trends in compensation.

15. (a) What are the penal provision for non-payment of minimum wages?

Or

- (b) Highlight the key provisions of Payment of Bonus Act.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the principles of wage and salary administration
 17. Do small companies need to develop a pay plan? Why or why not?
 18. Discuss the importance of fringe benefits as a component of wages and salaries.
 19. Explain the objectives of job evaluation.
 20. Highlight the key provisions of Payment of Minimum Wages Act.
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D-7090

Sub. Code

42124

DISTANCE EDUCATION

P.G. DIPLOMA (HRM) EXAMINATION, DECEMBER 2022.

Second Semester

EMOTIONAL COMPETENCE

(CBCS 2018-2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. What is meant by emotion?
2. What is meant by emotional awareness?
3. List down the types of emotional competencies.
4. What do you mean by self-marketing?
5. What are passive emotions?
6. Write a note on self-competence.
7. Define initiative optimism.
8. What do you understand by personal competence?
9. What is meant by social skill?
10. What is emotional labour?

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the characteristics of emotions.
Or
(b) What are the effects of emotional intelligence?
12. (a) Explain various aspects of social competence.
Or
(b) What are the major dimensions of Emotional Intelligence that are particularly relevant to workplace?
13. (a) How to recognize one's emotions and their effects?
Or
(b) What is the relationship between individual and institution?
14. (a) Discuss the causes and consequences of organizational conflict.
Or
(b) Explain few strategies for leveraging diversity.
15. (a) Explain 'X' and 'Y' theory of motivation.
Or
(b) Describe competence training.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Name and describe the main 'competencies' that may be associated with a leader's effectiveness.
17. Explain the best practices in managing emotions.

18. What are some of the needed skills for a leader to be effective? What are the major characteristics of these skills?
 19. Describe the methods of conflict management.
 20. Explain in detail multiple intelligences.
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