

D-5077

Sub. Code

42111/41811/40511

DISTANCE EDUCATION

**COMMON FOR P.G.D.H.A., P.G.D.B.M., P.G.D.H.R.M.
DIPLOMA EXAMINATION, MAY 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 the questions.

1. Define the scope of management.
2. What is MBO?
3. Define Henri Fayol's Theory.
4. Define Innovation.
5. Define Global Organizing.
6. What do you mean by Leadership Styles?
7. Define Holistic approach.
8. What is Co-ordination?
9. Define Leader.
10. What is Core Competence?

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain about Management and Society.

Or

- (b) Explain FW Taylor and Elton Mayo theories about management science.

12. (a) Explain the decision making in Projects and Budgets.

Or

- (b) List down the classification of organization and explain it.

13. (a) Define departmentalization. Explain about the span of control.

Or

- (b) Explain the general principles of staffing.

14. (a) Explain about Motivation theories.

Or

- (b) What is the role of communication in decision making?

15. (a) Explain about special control techniques.

Or

- (b) Write the importance in the organization.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Elaborately explain the Social Responsibility and Ethics.
 17. What is Motivation? Explain Physiological and Psychological aspects of Motivation.
 18. Explain the types, nature, significance and functions of leader.
 19. Explain elaborately about the objectives and the process of control devices of control.
 20. Discuss in detail about the relevance of values in management.
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D-5085

Sub. Code

42112/40512

DISTANCE EDUCATION

**Common for PGDHRM & PGDBM EXAMINATION,
MAY 2022.**

First Semester

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. What is HRM?
2. What is meant by HR policy?
3. Define HR Planning
4. What is E-Recruitment?
5. What is Interview?
6. What is meant by Employee Training?
7. Define Knowledge Management.
8. What is meant by Compensation?
9. Write short note on Child Labour.
10. What is meant by Performance Appraisal?

PART B — (5 × 5 = 25 marks)

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

11. (a) Write a detailed note on the Evolution of HRM.

Or

- (b) Identify the various challenges of HRM.

12. (a) Analyze why do Organizations need to adopt HR policies?

Or

- (b) What are the need and objectives of HRP?

13. (a) Analyze the purpose and uses of Job Analysis.

Or

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

14. (a) Explain On-the-Job methods of training.

Or

- (b) Explain the process of Executive Development.

15. (a) Discuss the future of Trade Union.

Or

- (b) Summarize the factors distorting Performance evaluation.

PART C— (3 × 10 = 30 marks)

Answer any THREE questions

16. HR Managers play a pivotal role in managing today's workforce - Discuss.
17. As a HR Manager how would you plan out an Induction program for middle level manager?

18. Examine the influence of Knowledge management in HR Function.
 19. Draft a step-by-step procedure that has to be followed in implementing the developmental programme for executive development.
 20. Compare and contrast the Modern and Traditional approach to performance appraisal.
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D-5086

Sub. Code

42113

DISTANCE EDUCATION

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

First Semester

TRAINING AND DEVELOPMENT

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions

1. Define HRD.
2. Explain Horizontal training.
3. What do you mean by Training Need Analysis?
4. What do you mean by consolidation?
5. What is learning cycle?
6. Explain the performance-based instructional design?
7. What is an 'Ice Breaking session'?
8. State the scope of a business game.
9. What do you mean by training evaluation?
10. Explain training cost-benefit analysis.

PART B — (5 × 5 = 25 marks)

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

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

Or

- (b) What do we mean by needs assessment? Explain its importance.

12. (a) Explain in brief 'On the job training' (OJT)

Or

- (b) Differentiate between simulation and role playing.

13. (a) What is sensitivity training? Explain in detail.

Or

- (b) How are case studies used in evaluating training?

14. (a) Explain the advantages of synergy in training and development.

Or

- (b) Why is creativity important in training evaluation?

15. (a) Explain in detail 'brainstorming' technique in training of an employee?

Or

- (b) Explain the incident method of training.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions

16. Discuss in detail the various elements of HRD system with examples.
 17. Imagine you have been asked to design a training workshop for a group of people who have been recruited recently for the floor level operations of the company. How will you proceed? Explain each step in detail.
 18. Design a TNA process and a training workshop for the newly recruited sales force of the XYZ FMCG Company.
 19. “The traditional approach to training has kept managers away from evaluating training”. Elaborate the myths of evaluation in the light of the above statement.
 20. Explain the concept of Training evaluation? Describe Kirk Patrick's model.
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D-5087

Sub. Code

42114

DISTANCE EDUCATION

P.G. Dip. (HRM) EXAMINATION, MAY 2022.

First Semester

INDUSTRIAL RELATIONS MANAGEMENT

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions

1. Define industrial relations.
2. Define trade union.
3. Define industrial conflict.
4. What is arbitration?
5. What is labour court?
6. Define labour welfare.
7. What can you say about National Employment Service?
8. Define Accidents.
9. What is industrial safety?
10. Define child labour.

PART B — (5 × 5 = 25 marks)

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

11. (a) What are the causes of industrial relations problems in the public sectors in India?

Or

- (b) Elaborate the role of trade union in maintains industrial peace.

12. (a) What are the causes and impact of industrial disputes?

Or

- (b) Explain the process and strategies of collective bargaining.

13. (a) Explain voluntary welfare measures with illustrations.

Or

- (b) Illustrate the education programmes of the workers.

14. (a) What are the causes of industrial accidents?

Or

- (b) Explain in detail about occupational hazards and state its importance.

15. (a) How would you describe the provisions of the child labour act 1986?

Or

- (b) Describe the characteristics of agricultural labour and list out the categories of agricultural labour.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions

16. State the objectives of code of conduct. Can you list out the guidelines for developing codes of conduct?
 17. Define counselling and explain the importance of statutory provisions for counselling.
 18. Explain the duties and functions of labour welfare officer.
 19. List the importance of industrial health and explain the problems related to industrial health and hygiene.
 20. State the detail account on female labour standard. Discuss the emergence of female labour refers in India.
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D-5088

Sub. Code

42121

DISTANCE EDUCATION

P.G.D. (HRM) EXAMINATION, MAY 2022.

Second Semester

LABOUR LEGISLATIONS – I

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Define the term young person, as used in Factories Act, 1948.
2. Define the term worker, as used in Factories Act, 1948.
3. What is an industrial dispute?
4. What are unfair labour practices on the part of employees?
5. Define principal employer as used in the Employees' State Insurance Act, 1948.
6. What is employees' state insurance fund?
7. What establishments may be exempted from the operation of the Employees' Provident scheme, 1952?
8. Define Lay off
9. Define Lock-out.
10. What are the retirement benefits available to the Employee's Provident Fund and miscellaneous provisions Act, 1952?

PART B — (5 × 5 = 25 marks)

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

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

Or

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

12. (a) Differentiate retrenchment from lock out.

Or

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

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

Or

- (b) State the general provisions regarding benefits under the Employees' State Insurance Act, 1948?

14. (a) How are the contributions under the Employees' provident fund and miscellaneous provisions act, 1952?

Or

- (b) What are the penalties provided for various offences committed under Employees' provident funds and miscellaneous provisions act, 1952?

15. (a) Write a note on Grievance Settlement authority.

Or

- (b) Discuss the need for having standing orders in industrial establishments.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. State the provisions of the Factories Act 1948 regarding
(a) extra wages for overtime work (b) weekly holidays
(c) annual leave with wages.
 17. What are the various methods for the settlement of industrial disputes under the Industrial Disputes act 1947?
 18. How does the Employees' State Insurance Act, 1948 provide for the adjudication of disputes and claims?
 19. Write a note on the scope and object of the Employees' Provident fund and miscellaneous provisions act, 1952?
 20. Explain employer and employee relationship under Contract Labour Regulations and abolition act, 1970.
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D-5074

Sub. Code

42122/41922

DISTANCE EDUCATION

COMMON FOR P.G.D. (HRM) & P.G.D.(P.M.&IR) DEGREE
EXAMINATION, MAY 2022.

Second Semester

LABOUR LEGISLATION – II

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions

1. What is interim bonus?
2. What do you mean by 'Set on'?
3. What is 'Available surpluses'?
4. Mention any four items which does not included in wages.
5. Who can nominate the committee members?
6. What is 'Cost of living index number' under minimum wages act?
7. Write the formula for piece rated employee's gratuity calculation.
8. What is the time limit for submission of drafting standing order?
9. What is meant by dissolution of trade union?
10. What are the 'Returns' under trade union act?

PART B — (5 × 5 = 25 marks)

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

11. (a) Mention the provisions of the payment of bonus act relating to payment of minimum and maximum bonus.

Or

- (b) State the provisions relating to the following items under the payment of bonus act. (i) Set on (ii) Set off

12. (a) What are the procedures for nomination under payment of Gratuity Act?

Or

- (b) What are the rules for payment of wages under payment of wages act?

13. (a) Who are inspectors under payment of wages act? And explain their powers.

Or

- (b) What is the composition of Committees and Advisory Board under minimum wages Act?

14. (a) Explain the provisions related to penalties under minimum wages act.

Or

- (b) What are the objectives and matters to be provided in standing orders?

15. (a) What are the rights of a Trade Union?

Or

- (b) What are the penalties towards Trade Union from civil suits?

PART C — (3 × 10 = 30 marks)

Answer any THREE questions

16. How to determine the bonus as per Payment of Bonus Act?
 17. Discuss the conditions for payment and forfeiture of gratuity as per payment of gratuity act.
 18. Explain the procedure for fixing and revising minimum wages.
 19. Discuss the provisions of Industrial Employment (standing orders) Act relating to submission and certification of standing orders.
 20. What is Trade Union? Explain how it is registered?
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D-5089

Sub. Code

42123

DISTANCE EDUCATION

P.G.D.(HRM) EXAMINATION, MAY 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. Define trade unionism.
3. Define incentives.
4. What do you understand by rewards?
5. What is meant by job evaluation?
6. What do you mean by wage incentive plans?
7. What do you understand by profit sharing?
8. What is meant by KPP?
9. What do you understand by employee stock option plan?
10. What is meant by executive compensation?

PART B — (5 × 5 = 25 marks)

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

11. (a) How does effective compensation management help an organization achieve its organization objectives?

Or

- (b) Define and differentiate living wage and minimum wage.

12. (a) What are the principal objectives of wage and salary administration?

Or

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

13. (a) How can a job evaluation program be made more effective?

Or

- (b) Explain the benefits of linking pay to performance.

14. (a) Highlight the key provisions of payment of Wages Act.

Or

- (b) Highlight the key provisions of minimum wages act.

15. (a) What factors should be taken into account while deciding executive compensation?

Or

- (b) Discuss the current trends in compensation.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions

16. Critically examine the components of a compensation package in organized industry in India.
 17. Explain the principles of wage and salary administration.
 18. Do small companies need to develop a pay plan? Why or why not?
 19. Explain the objectives of job evaluation.
 20. Highlight the key provisions of payment of Bonus Act.
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D-5090

Sub. Code

42124

DISTANCE EDUCATION

P.G.D.(HRM) EXAMINATION, MAY 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. Define emotion.
2. Define emotional intelligence.
3. Write a note on social competence.
4. What is meant by emotional awareness?
5. List down the types of emotional competencies.
6. What do you mean by self-marketing?
7. Define initiative optimism.
8. Write a note on self-confidence.
9. What do you understand by personal competence?
10. What is emotional labour?

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain features of emotional intelligence.

Or

- (b) What are the effects of emotional intelligence?

12. (a) Explain various aspects of social competence.

Or

- (b) How do emotions differ from moods?

13. (a) How to recognize one's emotions and their effects?

Or

- (b) What is the relationship between individual and Institution?

14. (a) Explain few strategies for leveraging diversity.

Or

- (b) Discuss the causes and consequences of organizational conflict.

15. (a) Explain McGregor's theory of motivation.

Or

- (b) Describe competence training.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions

16. Explain in detail various types of emotions.
17. Explain the importance of social skills for a leader.

18. Explain the best practices in managing emotions.
 19. Describe various techniques of conflict management.
 20. Explain in detail multiple intelligence.
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