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DISTANCE EDUCATION

M.A. (PM & IR) DEGREE EXAMINATION, MAY 2018.

MANAGEMENT CONCEPTS

(2005 onwards)

Time : Three hours

Maximum : 100 marks

SECTION A — (5 × 8 = 40 marks)

Answer any FIVE questions only.

1. Explain the nature of management.
2. Write the importance of planning.
3. What is meant by planning premises or limitations?
4. What are the elements of delegation?
5. Explain the advantages of decentralisation.
6. What are the qualities of a good supervisor?
7. What is need for coordination?
8. Write a short note on core competence.

## SECTION B — (4 × 15 = 60 marks)

Answer any FOUR questions.

9. What are the main merits and demerits of scientific management? Explain.
  10. Enumerate the different methods of planning.
  11. Describe the steps involved in process of planning.
  12. Briefly discuss the various theories of organisation.
  13. Explain the importance and techniques of directing.
  14. Discuss about various control devices.
  15. Write a brief note on the following :
    - (a) Business Process Reengineering
    - (b) TQM
    - (c) Bench marking.
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## DISTANCE EDUCATION

M.A. (PM &amp; IR) DEGREE EXAMINATION, MAY 2018.

## PRINCIPLES OF PERSONNEL MANAGEMENT

(2005 onwards)

Time : Three hours

Maximum : 100 marks

## SECTION A — (5 × 8 = 40 marks)

Answer any FIVE questions.

1. Discuss the principles of personnel policies.
2. Explain the process of job analysis.
3. What is induction? Explain its objectives.
4. Explain the various inputs required for a training and development programme.
5. What are the types of Transfers?
6. What are the types of Group incentives Schemes?
7. What is discipline? Describe the types of discipline.
8. What are the objectives of personnel audit.

## SECTION B — (4 × 15 = 60 marks)

Answer any FOUR questions.

9. What are the various functions of personnel Management?
10. Define human resource planning. Bring out the factors influencing such a plan

11. Describe in brief the difference methods of training
  12. Explain the principles of wage and salary administration.
  13. Explain the methods of Job evaluation.
  14. Explain the steps to prevent accidents in industries
  15. Briefly describe the methods and tools of personnel research.
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DISTANCE EDUCATION

M.A. (PM & IR) DEGREE EXAMINATION, MAY 2018.

LABOUR LEGISLATIONS – I

(2005 Onwards)

Time : Three hours

Maximum : 100 marks

SECTION A — (5 × 8 = 40 marks)

Answer any FIVE questions.

All questions carry equal marks.

1. Explain in license and registration of factories.
2. What are the powers of authority under the Factories Act?
3. Explain the employers liability for compensation.
4. Explain the various types of compensation wages.
5. Write a short notes on
  - (a) Lock out
  - (b) Lay-off.
6. Explain the authorities for settlement of Industrial Distribution Act.
7. Explain the salient provisions of Shope and Establishment Act.
8. What are the provision of affences and penalties in ESI?

SECTION B — (4 × 15 = 60 marks)

Answer any FOUR questions.

All questions carry equal marks.

9. Explain the obligation and powers of the authorised under the factories Act 1948.
10. Explain the various methods of compensation distribution.
11. Explain unfair trade practices.
12. Explain the powers of authority an shop and establishment Act.
13. Discuss about the functions and distributes and claims in Employees State Insurance Act.
14. Explain the determination and recovery of money due from employer.
15. Explain the provisions relating to transfer of accounts and liability.

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**DE-3660****Sub. Code****14****DISTANCE EDUCATION****M.A. (PM & IR) DEGREE EXAMINATION, MAY 2018.****LABOUR LEGISLATIONS – II****(2005 onwards)****Time : Three hours****Maximum : 100 marks****SECTION A — (5 × 8 = 40 marks)****Answer any FIVE questions.**

1. What is eligibility limit for payment of bonus?
2. Who is liable for payment of wages under the Act?
3. State the objectives of the payment of gratuity Act.
4. Who is authorize to fix minimum wages and in what manner?
5. Enumerate the procedure for fixing and receiving the minimum wages.
6. Define Factory, Industrial and other establishment under the payment of wages Act 1936.
7. Explain the procedure for certification of standing orders.
8. Write short note on trade dispute and trade union.

**SECTION B — (4 × 15 = 60 marks)****Answer any FOUR questions.**

9. Enumerate the categories of employees, who are not covered under the Payment of Bonus Act.
10. Who are entitled for payment of gratuity?

11. Discuss the provisions regarding fixation of wages period under the payment of wages Act 1936.
12. What points should be taken into consideration while fixing minimum wages?
13. Discuss briefly compliance management under the minimum wages Act.
14. List out the matters to be provided in standing orders under the industrial employment (standing orders) Act, 1946.
15. State the procedure for registration of trade union.

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DISTANCE EDUCATION

M.A. (PM & IR) DEGREE EXAMINATION, MAY 2018.

INDUSTRIAL RELATIONS

(2005 onwards)

Time : Three hours

Maximum : 100 marks

PART A — (5 × 8 = 40 marks)

Answer any FIVE questions only.

1. What are the fundamental rights of employees?
2. Explain trade unions and economic development.
3. Narrate the conventions and recommendations of ILO.
4. Write the role of internal trade union.
5. What are social obligations of Industry?
6. Write a short note on code of conduct and code of discipline.
7. What do you know about employee safety programme?
8. Write about employee education.

## PART B — (4 × 15 = 60 marks)

Answer any FOUR questions only.

9. Labour movement and union organization are two pillars of Industrial relations.
  10. Enumerate the history, objective and functions of ICFTV.
  11. Write about Inter and Intra Union rivalries and union recognition.
  12. Explain the role of government employers and the unions in industrial relations.
  13. Briefly explain about problems and prospects of collective bargaining.
  14. What are the types of safety organizations? Explain.
  15. Write a short note on the following:
    - (a) Upward communication
    - (b) Personnel counselling
    - (c) Mental health.
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DISTANCE EDUCATION

M.A. (PM & IR)/M.A. (PM & IR) (Lateral) DEGREE  
EXAMINATION, MAY 2018.

ORGANISATIONAL DEVELOPMENT

(2005 Onwards)

Time : Three hours

Maximum : 100 marks

SECTION A — (5 × 8 = 40 marks)

Answer any FIVE questions.

1. Explain the concept of organisational development.
2. What are the underlying values of organisational development?
3. Write a brief note on operational components.
4. List out the implications in organizational development.
5. What is meant by Inter group interventions?
6. What do you know about structural interventions?
7. Write about implementation and assessment of organisational development.
8. Discuss the future of organizational development.

## SECTION B — (4 × 15 = 60 marks)

Answer any FOUR questions only.

9. Discuss nature and scope of organisational development.
  10. Analysis about diagnostic, action and process of organisational development.
  11. Outline the theory and practice of organizational development.
  12. What are the uses and varieties of action research in an organizational development?
  13. Discuss about personal, interpersonal and group process interventions.
  14. What ethical standards are followed in organisational development?
  15. What are the issues in organisational development? How you should manage.
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## DISTANCE EDUCATION

M.A. (PM & IR)/ M.A. (PM & IR) (Lateral) DEGREE  
EXAMINATION, MAY 2018.

## HUMAN RESOURCE DEVELOPMENT

(2005 onwards)

Time : Three hours

Maximum : 100 marks

PART A — (5 × 8 = 40 marks)

Answer any FIVE questions only.

1. What is human resources system designing?
2. Write about personnel management Vs human resources development.
3. What are the key performance areas?
4. What do you understand by Role Analysis methods?
5. How did Individual Development is possible?
6. What are the training objectives?
7. What is meant by organisational culture?
8. Write a short note on Human Resource development strategies for higher organizational performance.

## PART B — (4 × 15 = 60 marks)

Answer any FOUR questions only.

9. Explain the scope and importance of Human Resource Development.
10. Make an analysis on development oriented appraisal system.
11. What is meant by performance appraisal? Explain its objectives.
12. How should you make performance counseling and interpersonal feedback?
13. Briefly explain about various methods of training for HR.
14. Discuss about Human Resource Development and TQM and ISO 9000.
15. What is the current status of Human Resource Development and what are the suggestions for future directions?

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DISTANCE EDUCATION

M.A. (PM & IR)/M.A. (PM & IR) (Lateral) DEGREE  
EXAMINATION, MAY 2018.

LABOUR ECONOMICS

(2005 onwards)

Time : Three hours

Maximum : 100 marks

PART A — (5 × 8 = 40 marks)

Answer any FIVE questions only

1. What are labour problems of developing economy?
2. Define labour economics and its scope.
3. What are Economics of employment?
4. What are the principles of wage policy?
5. What is meant by extent of neutralization?
6. What are the push and pull factors of Employee migrations?
7. Write a short note on Impact of Employee migrations.
8. What do you know about labour absenteeism?

PART B — (4 × 15 = 60 marks)

Answer any FOUR questions only.

9. What are the basics of labour market supply and demand? Explain.
10. Explain nature, importance of labour economics.

11. What are the flexibilities and rigidities in the Indian Labour Market? Explain.
  12. What are the theories of wages? Explain.
  13. Briefly explain various schemes of dearness allowance.
  14. Discuss the theories of employee migrations and its impacts.
  15. What are the various labour problems in developing Economy? How you should rectify them?
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DISTANCE EDUCATION

M.A. (PM & IR)/M.A. (PM & IR) (Lateral) DEGREE  
EXAMINATION, MAY 2018.

ORGANISATIONAL BEHAVIOUR

(2005 onwards)

Time : Three hours

Maximum : 100 marks

PART A — (5 × 8 = 40 marks)

Answer any FIVE questions only.

1. How did organizational behaviour is importance to managers?
2. What are the causes of behavioral issues?
3. What are the managerial implications of perception?
4. What do you understand by values and attitudes?
5. Write the importance of job satisfaction.
6. What are the various types of groups?
7. What are the models prescribing leadership styles?
8. What are the factors influencing organisational design?

## PART B — (4 × 15 = 60 marks)

Answer any FOUR questions only.

9. Discuss about organizational behavior as global phenomenon.
10. What are the theories of personality? Explain them.
11. What are the components of learning process? Explain them.
12. Explain Mc Gregar's Theory X and Theory Y. How is theory 'Y' an improvement over the traditional view that you can motivate employees by paying them the money?
13. What are the various communication barriers? How can they be eliminated?
14. What are the theories of leadership? Write a brief note on them.
15. "Creation of organizational culture is a long – term process". Explain and discuss the process involved in creating organizational culture.

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DISTANCE EDUCATION

M.A. (PM & IR)/ M.A. (PM & IR) (Lateral) DEGREE  
EXAMINATION, MAY 2018.COMPUTER APPLICATIONS IN  
PERSONNEL MANAGEMENT

(2005 onwards)

Time : Three hours

Maximum : 100 marks

SECTION A — (5 × 8 = 40 marks)

Answer any FIVE questions only.

1. What are the characteristics of Computer?
2. What do you meant by Processor Memory?
3. What is the need for a Secondary Storage Device?
4. Give Block Diagram of ALU.
5. Write a short note on Assembly language.
6. How do you formatting text on screen?
7. Write the Introduction to dBase III.
8. What is meant by separation?

SECTION B — (4 × 15 = 60 marks)

Answer any FOUR questions only.

9. Discuss about Parts of PC.
10. What are the output devices and media? Explain.

11. Explain the coordination of the units of a digital computer by the control unit.
  12. Bring out the advantages and disadvantages of high level languages.
  13. What is Mail Merge? How it is created? How did Mail Merge send?
  14. Briefly discuss about editing and modifying databases.
  15. Explain the sources of recruitment.
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