

INTERNAL ASSIGNMENT QUESTIONS
M.A. PUBLIC PERSONNEL MANAGEMENT
Semester - II

2025



PROF. G. RAM REDDY CENTRE FOR DISTANCE EDUCATION

(RECOGNISED BY THE DISTANCE EDUCATION BUREAU, UGC, NEW DELHI)

OSMANIA UNIVERSITY

(A University with Potential for Excellence and Re-Accredited by NAAC with "A" + Grade)

DIRECTOR

Prof. N.Ch. Bhattacharyulu
Hyderabad – 7 Telangana State

**PROF.G.RAM REDDY CENTRE FOR DISTANCE EDUCATION
OSMANIA UNIVERSITY, HYDERABAD – 500 007**

Dear Students,

Dear Students,

Every student of M.A. PPM II Semester has to write and submit **Assignment** for each paper compulsorily. Each assignment carries **30 marks**. The marks awarded to the students will be forwarded to the Examination Branch, OU for inclusion in the marks memo. If the student fail to submit Internal Assignments before the stipulated date, the internal marks will not be added in the final marks memo under any circumstances. The assignments will not be accepted after the stipulated date. **Candidates should submit assignments fee only remaining Examination fee pay to Examination Branch, OU, after notification separately to be issued.**

Candidates are required to submit the Assignment fee receipt of Rs.500/- along with the assignment answers scripts at the concerned counter on or before **31.12.2025** and obtain proper submission receipt.

ASSIGNMENT WITHOUT EXAMINATION FEE PAYMENT RECEIPT (ONLINE) WILL NOT BE ACCEPTED

Assignments on Printed / Photocopy / Typed will not be accepted and will not be valued at any cost. Only HAND WRITTEN ASSIGNMENTS will be accepted and valued.

Students are advised not to use Black Pen.

Methodology for writing the Assignments (Instructions) :

1. First read the subject matter in the course material that is supplied to you.
2. If possible read the subject matter in the books suggested for further reading.
3. You are welcome to use the PGRRUDE Library on all working days for collecting information on the topic of your assignments. (10.30 am to 5.00 pm).
4. Give a final reading to the answer you have written and see whether you can delete unimportant or repetitive words.
5. The cover page of the each theory assignments must have information as given in FORMAT below.

FORMAT

1. NAME OF THE STUDENT :
2. ENROLLMENT NUMBER :
3. NAME OF THE COURSE :
4. SEMESTER (I, II, III & IV) :
5. TITLE OF THE PAPER :
6. DATE OF SUBMISSION :
6. Write the above said details clearly on every subject assignments paper, otherwise your paper will not be valued.
7. Tag all the assignments paper wise and submit them in the concerned counter.
8. Submit the assignments on or before **31-12-2025** at the concerned counter at PGRRUDE, OU on any working day and obtain receipt.

**M.A. PUBLIC PERSONNEL MANAGEMENT (PREVIOUS)
INTERNAL ASSIGNMENT**

Semester - II

Paper – I : ENVIRONMENT OF PUBLIC ORGANISATIONS

SECTION – A

UNIT – I : Answer the following short questions (each question carries two marks) $5 \times 2 = 10$

1. What is globalisation in personnel administration?
2. What is meant by the indigenisation of civil services?
3. Define recruitment in public organizations.
4. What is political neutrality in bureaucracy?
5. What are Values of Administration?

SECTION – B

UNIT – II : Answer the following long questions (each question carries ten marks) $2 \times 10 = 20$

1. Discuss the impact of globalisation and privatisation on personnel systems in public enterprises. Explain with suitable examples.
2. Explain the concept of administrative ethics. Critically analyse bureaucratic corruption, neutrality, and committed bureaucracy in India.

M.A. PUBLIC PERSONNEL MANAGEMENT (PREVIOUS)

Semester - II

Paper – II : MANAGEMENT SCIENCE & TECHNIQUES - II

SECTION – A

Answer the following short questions (each question carries two marks) $5 \times 2 = 10$

1. What is decision making in management?
2. Define organisational methods.
3. What is Management by Exception?
4. What is meant by Management Information System (MIS)?
5. What are Quality Circles?

SECTION – B

Answer the following long questions (each question carries ten marks) $2 \times 10 = 20$

1. Discuss the theories of motivation and their relevance to modern public management. Explain with suitable examples.
2. Explain the principles of Total Quality Management (TQM). Evaluate its significance in improving efficiency in public organizations.

M.A. PUBLIC PERSONNEL MANAGEMENT (PREVIOUS)

Semester - II

Paper – III : ORGANIZATIONAL BEHAVIOUR

SECTION – A

Answer the following short questions (each question carries two marks) $5 \times 2 = 10$

1. What is Human Resource Management?
2. Define Group Dynamics.
3. What are Formal and Informal Groups?
4. What is Organisational Climate?
5. What is meant by Organisational Effectiveness?

SECTION – B

Answer the following long questions (each question carries ten marks) $2 \times 10 = 20$

1. Explain the process of organisational change. Discuss its importance and challenges in modern organizations.
2. Discuss the concept of Performance Management Evaluation. Explain its techniques and significance for improving organisational performance

M.A. PUBLIC PERSONNEL MANAGEMENT (PREVIOUS)

Semester - II

Paper – IV : PERSONNEL MANAGEMENT - II

SECTION – A

UNIT – I : Answer the following short questions (each question carries two marks)

5x2=10

1. What is Job Analysis?
2. Define Job Specifications.
3. What is Discipline in personnel management?
4. What are Pay and Benefits?
5. What is the Human Resource Information System (HRIS)?

SECTION – B

UNIT – I : Answer the following long questions (each question carries ten marks) 2 × 10 = 20

1. Explain the process of Job Evaluation. Discuss its importance in determining fair compensation.
2. Discuss the emerging issues and trends in Personnel Management. Highlight their impact on modern HR practices.