

**INTERNAL ASSIGNMENT QUESTIONS**  
**M.A. PUBLIC PERSONNEL MANAGEMENT PREVIOUS**  
**ANNUAL EXAMINATIONS**  
**(2016 - 2017)**



**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. SHIVARAJ**  
**Hyderabad – 7 Telangana State**

Dear Students,

Every student of M.A. PPM. Previous Year has to write and submit **Assignment** for each paper compulsorily. Each assignment carries **20 marks**. The marks awarded to you will be forwarded to the Controller of Examination, OU for inclusion in the University Examination marks. The candidates have to pay the examination fee and submit the Internal Assignment in the same academic year. If a candidate fails to submit the Internal Assignment after payment of the examination fee he will not be given an opportunity to submit the Internal Assignment afterwards, if you fail to submit Internal Assignments before the stipulated date the Internal marks will not be added to University examination marks under any circumstances.

You are required to **pay Rs.300/-** towards Internal Assignment marks through DD (in favour of Director, PGRRCDE, OU) and submit the same along with assignment at the concerned counter **on or before 30-06-2017** and obtain proper submission receipt.

**ASSIGNMENT WITHOUT THE DD WILL NOT BE ACCEPTED**

**Assignments on Printed / Photocopy / Typed papers will not be accepted and will not be valued at any cost. Only hand written Assignments will be accepted and valued.**

**Methodology for writing the Assignments:**

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 PGRRCDE Library on all working days including Sunday 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 COURSE :
2. NAME OF THE STUDENT :
3. ENROLLMENT NUMBER :
4. NAME OF THE PAPER :
5. DD. NO. & DATE :

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6. Write the above said details clearly on every assignments paper, otherwise your paper will not be valued.
7. Tag all the assignments paper-wise and submit
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**Prof. Shivaraj  
DIRECTOR**

# **M.A. PUBLIC PERSONNEL MANAGEMENT (PREVIOUS) INTERNAL ASSESSMENT**

## **PAPER - I: ENVIRONMENT OF PUBLIC ORGANIZATIONS**

### **SECTION - A**

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

**5x2=10**

1. Class theory of the 'State'.
2. Social Environment of Public Organisation
3. Features of Departmental Form of Organisation
4. Functions of UPSC
5. Concept of Neutrality

### **SECTION – B**

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

**5x2=10**

1. Explain the important features of 73<sup>rd</sup> Constitutional Amendment Act
2. Discuss the need, importance and features of All India Services

# **M.A. PUBLIC PERSONNEL MANAGEMENT (PREVIOUS) INTERNAL ASSESSMENT**

## **PAPER - II: MANAGEMENT**

### **SECTION - A**

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

**5x2=10**

1. Importance of Management
2. What is Motivation
3. Job Measurement
4. Behavioural Approach
5. Difference between Authority & Power

### **SECTION – B**

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

**5x2=10**

1. What is meant by Communication ? Explain various types of communications
2. Write a short note on Abraham Maslow's theory of hierarchy of needs.

# **M.A. PUBLIC PERSONNEL MANAGEMENT (PREVIOUS) INTERNAL ASSESSMENT**

## **PAPER - III: ORGANIZATIONAL BEHAVIOUR**

### **SECTION - A**

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

**5x2=10**

1. Scope of Organizational behaviour
2. Types of Reinforcement
3. Concept of Personality
4. Informal Groups
5. Importance of Communications

### **SECTION – B**

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

**5x2=10**

1. Define personality and Discuss the determinations of personality
2. What do you mean by perception. Explain the various factors that influence perception.

# **M.A. PUBLIC PERSONNEL MANAGEMENT (PREVIOUS) INTERNAL ASSESSMENT**

## **PAPER - IV: PERSONNEL MANAGEMENT**

### **SECTION - A**

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

**5x2=10**

1. Personnel Management.
2. Recruitment Policy
3. Job Description
4. Human Resource Management
5. Discipline

### **SECTION – B**

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

**5x2=10**

1. Explain the structure and importance of Personnel Management ?
2. What is Job Contracting ? Explain the purpose of it ?

**INTERNAL ASSIGNMENT QUESTIONS  
M.A. PUBLIC PERSONNEL MANAGEMENT FINAL**

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# **M.A. PUBLIC PERSONNEL MANAGEMENT FINAL INTERNAL ASSESSMENT**

## **PAPER - I:HUMAN RESOURCE DEVELOPMENT**

### **SECTION - A**

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

**5x2=10**

1. What is HRD ?
2. Characteristics of Leadership
3. Capacity Building
4. Employee Orientation Programme
5. Concept of Total Quality Management

### **SECTION – B**

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

**5x2=10**

1. What is Human Resource Planning ? Discuss its need and process
2. Explain the objectives and Process and benefits of MBO

# **M.A. PUBLIC PERSONNEL MANAGEMENT (FINAL) INTERNAL ASSESSMENT**

## **PAPER - II : EMPLOYER – EMPLOYEE RELATIONS**

### **SECTION - A**

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

**5x2=10**

1. Whitleyism
2. Workers participation Management
3. Employees Grievances
4. Employees Association
5. Administrative Tribunals

### **SECTION – B**

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

**5x2=10**

1. Discuss the Goals & Objectives of Trade Unions
2. Explain the objectives & functions of Staff Councils in India.

**M.A. PUBLIC PERSONNEL MANAGEMENT (FINAL)  
INTERNAL ASSESSMENT**

**PAPER - III : INDUSTRIAL RELATIONS & LABOUR LEGISLATIONS**

**SECTION - A**

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

**5x2=10**

1. Discuss the Evolution of Industrial System
2. Name the factors which influence Industrial relations
3. Why Industrial Piece requirement ?
4. Examine the role and functions of the trade Unions
5. Explain the importance of Labour Legislations

**SECTION – B**

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

**5x2=10**

1. What is meant by Industrial Relations ? Briefly state their nature and significance
2. Bring out the classification of various Labour Legislations in India.

# **M.A. PUBLIC PERSONNEL MANAGEMENT (FINAL) INTERNAL ASSESSMENT**

## **PAPER - IV : COMPENSATION ADMINISTRATION**

### **SECTION - A**

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

**5x2=10**

1. Define Salary Administration
2. Fair Wage
3. Principles of Wage fixation
4. Bonus
5. Pension.

### **SECTION – B**

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

**5x2=10**

1. Explain the term Time – Rate and Piece Rate
2. Explain Recommendations of VI<sup>th</sup> National Pay Commission

# **M.A. PUBLIC PERSONNEL MANAGEMENT (FINAL) INTERNAL ASSESSMENT**

## **PAPER - V : RESEARCH METHODS**

### **SECTION - A**

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

**5x2=10**

1. Importance of Social Science Research
2. Types of Hypothesis
3. Administration of Questionnaire
4. Sampling methods and its importance
5. Report Writing

### **SECTION – B**

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

**5x2=10**

1. What is different between Social Science Research and Physical Science Research ?
2. Write an essay on the use of Computers in Social Science Research