

**INTERNAL ASSIGNMENT QUESTIONS
M.A. PUBLIC PERSONNEL MANAGEMENT
PREVIOUS - 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. G.B. Reddy

Hyderabad – 7 Telangana State

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

Dear Students,

Every student of M.A. Public Personnel Management 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 only in the academic year in which the examination fee is paid for the examination for the first time.**

Candidates are required to submit the Exam fee receipt along with the assignment answers scripts at the concerned counter on or before **29-03-2025** 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.

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 PGRRCDE 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 **29-03-2025** at the concerned counter at PGRRCDE, OU on any working day and obtain receipt.

DIRECTOR

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) 5x2=10

1. What is Performance appraisal ?
2. Composition of U P S C
3. Methods of Recruitment
4. The concept of Bureaucracy
5. Causes corruption.

SECTION - B

UNIT – II : Answer the following Questions (each question carries Five marks) 2x10=20

1. What is Rank classification ? Discuss its Merits and Demerits.
2. What are the consequences of corruption in a country like India. Suggest some remedial measures to overcome the same.

M.A. PUBLIC PERSONNEL MANAGEMENT (PREVIOUS)

Semester - II

Paper – II : MANAGEMENT SCIENCE & TECHNIQUES - II

SECTION – A

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

5x2=10

1. Write any two motivation theories.
2. What is Work simplification.
3. Define Time Management
4. MIS
5. T Q M

SECTION – B

UNIT – II : Answer the following Questions (each question carries Five marks)

2x10=20

1. Define communication ? Explain the various types of communication.
2. Write a essay on Total Quality Management. (TQM)

M.A. PUBLIC PERSONNEL MANAGEMENT (PREVIOUS)

Semester - II

Paper – III : ORGANIZATIONAL BEHAVIOUR

SECTION – A

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

5x2=10

1. Inter Organizational Behaviour.
2. Importance of Group Dynamics.
3. Features of Informal Groups.
4. Supportive Model of Organizational Climate.
5. Process of Organizational Development.

SECTION – B

UNIT – II : Answer the following Questions (each question carries Five marks)

2x10=20

1. Define Human Resource Management and discuss its scope.
2. Explain the concept and various stages in group formation.

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Paper – IV : PERSONNEL MANAGEMENT - II

SECTION – A

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

5x2=10

1. Job Analysis
2. Job Specifications
3. Factors of Indiscipline
4. Pay and Benefits
5. Issues in Personnel Management

SECTION – B

UNIT – II : Answer the following Questions (each question carries Five marks)

2x10=20

1. What are the Determination of Human Resource Requirements
2. Explain the using Computers in Personnel Management.