

INTERNAL ASSIGNMENT QUESTIONS
M.A. PUBLIC PERSONNEL MANAGEMENT PREVIOUS
2023



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. PPM Previous has to write and submit **Assignment** for each paper compulsorily. Each assignment carries **20 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 **30.06.2023** 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. NAME OF THE PAPER :
5. 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 **30.06.2023** at the concerned counter at PGRRCDE, OU on any working day and obtain receipt.

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. Discuss the Meaning, Elements of the State.
2. Explain Origin and Composition of Constitutional Assembly.
3. Importance and Objectives of E-Governance.
4. Explain different Urban and Rural Local Bodies in India.
5. (UPSC) Union Public Service Commission.

SECTION – B

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

2x5=10

1. Briefly explain on Minister – Bureaucratic Relations.
2. Write an Essay on Corruption.

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PAPER - II: MANAGEMENT

SECTION - A

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

5x2=10

1. Evolution of Management Theory.
2. Chester Barnard's the Functions of Executive.
3. Administrative Planning.
4. Organisation and Methods (O & M)
5. Total Quality Management (TQM)

SECTION – B

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

2x5=10

1. Define Management and discuss its importance and Functions.
2. What is Organization ? Explain its Process, Designing and Structuring.

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PAPER - III: ORGANIZATIONAL BEHAVIOUR

SECTION - A

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

5x2=10

1. Describe the features of organization.
2. How is individual behaviour is different from organizational behaviour.
3. Explain Herzberg's two factor theory on motivation.
4. Discuss the various factors that influence perception.
5. Explain the term total quality management.

SECTION – B

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

2x5=10

1. What is Neo-Freudian Theory ? List difference with Freudian Theory.
2. Explain the methods and techniques of management of change.

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PAPER - IV: PERSONNEL MANAGEMENT

SECTION - A

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

5x2=10

1. Differentiate between Personnel Management & HRM.
2. Define Human Resource Planning.
3. Discuss the process of Job Specification.
4. Explain the significance of E-Recruitment.
5. What are the objectives of HRIS ?

SECTION – B

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

2X5=10

1. Explain the significance of reservation & constitutional provisions in India.
2. Discuss the forms of Disciplinary Action.
