

**INTERNAL ASSIGNMENT QUESTIONS  
M.A. PUBLIC PERSONNEL MANAGEMENT PREVIOUS  
2019**



**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. C. GANESH**

**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 Previous 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 the Internal Assignment Fee through Online along with Examination fee and submit the Internal Assignments along with the Fee payment receipt at the concerned counter.

**ASSIGNMENT WITHOUT THE FEE RECEIPT 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.
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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. DATE OF SUBMISSION :
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
8. Submit the assignments on or before **29<sup>th</sup> June, 2019** at the concerned counter at PGRRCDE, OU on any working day and obtain receipt.

**Prof. C. GANESH  
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. Meaning of the state.
2. Bureaucratic Politicization.
3. E-Governance.
4. Committee on Public undertakings.
5. Placement.

### **SECTION – B**

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

**5x2=10**

1. Explain the evolution of Public Service Commission in India.
2. Discuss the decentralised pattern of Governance in Rural Areas.

# **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. Define Management.
2. Significance of organization.
3. Characteristics of decision making.
4. Importance of Communication.
5. Objectives of M.B.O.

### **SECTION – B**

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

**5x2=10**

1. Discuss X and Y theories.
2. Explain about administrative planning.

# **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. Characteristics of Weberian Bureaucratic theory.
2. Personality and Learning.
3. Trait Theory
4. Motivation.
5. Group Formation.

### **SECTION – B**

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

**5x2=10**

1. Explain various types of communication.
2. Discuss the approaches to Organizational Effectiveness.

# **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. Objectives of HRM.
2. Human Resource Planning
3. Meaning and Purpose of Interview.
4. Induction.
5. Job Analysis.

### **SECTION – B**

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

**5x2=10**

1. Discuss the Aims and Objectives of Discipline.
2. Explain the important theories of Recruitment.

**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. Explain the term "Human Resource Development".
2. Participative Leadership.
3. What is Capacity Building.
4. Job Rotation.
5. Principles of T.Q.M. (Total Quality Management)

### **SECTION – B**

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

**5x2=10**

1. Write an essay on Training Needs Assessment and its importance in Organization.
2. Explain the methods, techniques for Appraising performance.

# **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. Workers participation in Management.
2. Works Committees.
3. Industrial Disputes Act 1947.
4. Meaning of Retrenchment.
5. Labour Courts.

### **SECTION – B**

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

**5x2=10**

1. Discuss the growth and development of Trade unions and their functions.
2. Discuss the nature of Public Grievances against administration.

**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. Meaning of Industrial Relations.
2. Objections of Employees Unions.
3. Works Committee.
4. Employees State Insurance Fund.
5. Concept of Labour Welfare.

**SECTION – B**

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

**5x2=10**

1. Explain the Policy of Government of India towards Industrial Relations.
2. Explain the Salient features of Industrial Disputes Act 1947.

# **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. Elements of Wages and Salary System.
2. Fair wage.
3. Principles of Equal pay for Equal Work.
4. House Rent Allowances (HRA).
5. Incentives.

### **SECTION – B**

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

**5x2=10**

1. Explain the Concept of Bonus and formula given in the payment of Bonus Act, 1965.
2. What are the objectives of retirement benefits? Briefly explain the various retirement benefits.

**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. What is research?
2. Types of Data.
3. Case Study.
4. Hypothesis.
5. Telephone Interview.

**SECTION – B**

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

**5x2=10**

1. Explain the meaning and purpose of Sampling.
2. Enumerate the various types of observation and discuss the merit and limitations of each one.