

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

**ANNUAL EXAMINATIONS
July 2018**



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**

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 **submit Internal Assignment Answer Script along with Examination Fee Receipt** at the concerned counter on or before **30th June, 2018.**

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.
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. 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 **30th June, 2018** 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. Gram Sabha
2. Parliamentary Democracy
3. Judicial Review
4. Socialism
5. Mixed Economy

SECTION – B

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

5x2=10

1. Explain Social context of Public Organisations
2. Write an essay on accountability of Public enterprises.

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. Meaning of Authority and Power
3. Types of Leadership
4. Techniques of Control
5. Quality Circles

SECTION – B

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

5x2=10

1. Discuss the functions of Management
2. Explain Two – Factor theory of motivation.

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. Importance of Organization
2. Explain the term personality
3. Maslow's needs hierarchy
4. Importance of group dynamics
5. Characteristics of Informal groups

SECTION – B

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

5x2=10

1. Discuss the process of communication
2. What is reinforcement model ? Explain the types of reinforcement model.

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. Importance of Personnel Management.
2. Policy Human Resource Management
3. Division of work
4. Qualities of Personnel Management
5. Recruitment

SECTION – B

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

5x2=10

1. Explain about the functions of Personnel Management
2. Explain about the important theories of recruitment.

INTERNAL ASSIGNMENT QUESTIONS
M.A. PUBLIC PERSONNEL MANAGEMENT FINAL

ANNUAL EXAMINATIONS
July 2018



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. PPM Final 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 **submit Internal Assignment Answer Script along with Examination Fee Receipt** at the concerned counter on or before **30th June, 2018**.

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.
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. 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 **30th June, 2018** at the concerned counter at PGRRCDE, OU on any working day and obtain receipt.

**Prof. C. GANESH
DIRECTOR**

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. Scope of HRD
2. Job Specification
3. Career Planning
4. Performance Appraisal
5. Total Quality Management

SECTION – B

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

5x2=10

1. Explain the Important trends and perspectives of HRD
2. What is Employee Training ? Explain its objectives and significance.

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. Difference between Unions – Associations.
2. What is Syndicate theory ?
3. What is meaning of Grievance ?
4. Short note on Labour courts
5. What is consultative Machinery.

SECTION – B

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

5x2=10

1. Critically Examine the Methods of Judicial Legislative and Citizen Control over Administration.
2. Write an essay on workers participation in Management 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. Meaning of Industrial Relations.
2. List out the cause for poor Industrial Relations.
3. Define the concept of Trade Union.
4. Works Committee.
5. Labour Welfare officer.

SECTION – B

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

5x2=10

1. Explain the concept and objectives of Industrial Relations.
2. Discuss the Aims and methods of social security.

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. Employee Remuneration
2. Minimum wage
3. Job evaluation
4. Fair Comparison
5. Wage Components

SECTION – B

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

5x2=10

1. What is wage and salary ? Explain
2. Discuss about the wage and salary disparities

**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. Define the concept of Social Science
2. Difference between Physical Science and Social Science Research
3. Define term of Validity and Reliability
4. Explain Research tools.
5. Scale of variable measurement

SECTION – B

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

5x2=10

1. Write an essay on Types of Research in social science.
2. How, the Computers are used in Social Science Research ?