

**PRINCIPALS OF MANAGEMENT**

- Q. 1. Discuss the nature of management. Is management a science or an art or both?
  - Q. 2. What are the functions of manager? Briefly explain various managerial skills.
  - Q. 3. Discuss the concept of social responsibility of business. Enumerate the social responsibilities of business towards customers and workers?
  - Q. 4. Explain in brief the various approaches to management.
  - Q. 5. Explain the principals of unity of command and unity of direction.
  - Q. 6. What is a supervisor? What are the good qualities of a good supervisor?
  - Q. 7. What are the functions of leader? Explain.
  - Q. 8. Discuss various sources of authority. Distinguish between authority and power.
  - Q. 9. What is meant by departmentation? What are the advantages of departmentation?
  - Q. 10. What is staffing & why is it considered an integral part of management?
  - Q. 11. Discuss the importance of Training. What are the methods of Training?
  - Q. 12. What is organizational structure/ discuss the different type of organizational structure?
  - Q. 13. Define direction and explain how direction is the essence of management.
  - Q. 14. Examine important features of controlling also write basic steps in the process of controlling.
  - Q. 15. Write short notes on any two
    - (a) Return on investment
    - (b) Ratio Analysis
    - (c) Managerial ethics.
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**Human Resource Management/Personal Management**

- Q1. Define Human Resource Management. Describe the scope of HRM.
- Q2. Bring out the significance of HRM for the society.
- Q3. Discuss and explain work-load analysis and work-force analysis.
- Q4. What is job analysis? Explain the significance of job analysis.
- Q5. Define recruitment. Explain the process of recruitment.
- Q6. What do you understand by training? Explain the need for training.
- Q7. What do you understand by executive development? Name the methods used for developing executives.
- Q8. What is performance appraisal? Discuss the benefits of performance appraisal.
- Q9. Explain promotion. Differentiate between transfer and promotion.
- Q10. Discuss the concept of compensation. Differentiate between wages and salaries.
- Q11. Discuss the factors that determine the benefits practices followed by organizations.
- Q12. Define separation. Enumerate the types of separation.
- Q13. Explain the concept of profit-sharing. Discuss the features of profit-sharing.
- Q14. Define employee welfare. Discuss the objectives of employee welfare.
- Q15. Write short note any two of the following  
(a) Career planning (b) Employee health (b) Co-partnership.

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**Industrial Relations**

- Q1. Discuss and explain Industrial relations.
- Q2. What are the roles of Industrial relations in the post-independence period in India.
- Q3. What do you mean by Indian Industrial Worker? Discuss about their education, skills, adjustment.
- Q4. Discuss and explain about historical evolution of Trade Unions in India.
- Q5. Define legal forms of organisation. Explain the role of FICCI.
- Q6. Discuss and explain different Wage Components.
- Q7. What do you mean by Collective Bargaining Process? Justify that collective bargaining process is a method of wage fixation
- Q8. Discuss about the take over issues of BHEL.
- Q9. Write the approaches of the grievance machinery. Also discuss nature of grievance.
- Q10. Write and explain the concept of judicial approach to discipline. Give one of the example.
- Q11. Write the concept related to issue of a charge-sheet.
- Q12. Define meaning of variance. Why is analysis variances needed?
- Q13. What do you mean by labour administration machinery?
- Q14. Discuss about the concept of worker's participation in management.
- Q15. Write short note on any two  
(a) Notice of Enquiry b) worker's education c) wage policy.

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**Labour Legislation & Labor Administration in India**

- Q1. Explain the role of government in maintaining industrial relations.
- Q2. What is industrial dispute? What are the cause for disputes.
- Q3. What are the functions and power of the conclusion officer under the Industrial Disputes Act, 1947.
- Q4. Explain the power of certifying officers and applicate authorities.
- Q5. Define labour turnover. How is labour turnover measured?
- Q6. What is grievance procedure? Bring out its merits and demerits.
- Q7. Define a trade union. Bring out the provisions of the Trade Union Act, 1926.
- Q8. Define the term labour welfare. Establish a correlation between welfare and productivity.
- Q9. Discuss briefly the provisions relating to employees provident fund scheme.
- Q10. Explain object and scope of the employees provident funds and miscellaneous provisions act, 1952.
- Q11. Explain the concept of minimum wages, living wage and fan wage.
- Q12. Explain the provisions relating to eligibility to receive bonus under the Act.
- Q13. Discuss the provisions of the payment of bonus Act relating to dispute between employer and employees.
- Q14. What gratuity becomes payable to an employee under the payment of Gratuity Act.
- Q15. Write short note on any two of the following
  - (a) Pay Commission
  - (b) Labour Market
  - (c) Advisory Board.

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