

**KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY**

**Maniram Dewan School of Management**

**Home Assignment**

**PGDHRM**

**Elements of Management [PGDHRM (S1) 01]**

**1<sup>st</sup> Semester, 2017**

**Marks: 50**

*Assignments are required to be written in your own language, copying in toto from the learning material will carry less score.*

**1. Answer the following questions- (Answer within 50 words) (2 X 4= 8)**

- a. Define planning
- b. Define organizational structure.
- c. Define staffing
- d. Define selection.

**2. Answer the following questions- (Answer within 75 words) (3 X 4= 12)**

- a. State the functions of top level management.
- b. Define controlling as a management function.
- c. Define human resource planning.
- d. What is meant by employee orientation?

**3. Answer the following questions- (Answer within 150 words) (5 X 2=10)**

- a. How does the span of management influence the organizational structure?
- a. Discuss the significance of planning in a business organization.

**4. Answer the following questions- (Answer within 300 words) (10 X 2=20)**

- a. Discuss the importance of budgetary control.
- b. Discuss the different bases on which organisations can create departments.

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N.B. The learners will have to collect receipt after submitting the assignment with the signature and seal of the collector of study centre and will have to keep with him/her till the declaration of result.

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**Receipt**

Received the assignment from Mr/Ms õ õ õ õ õ õ õ õ õ õ õ õ õ õ õ õ .Enrollment number  
õ õ õ õ õ õ õ õ õ of **1<sup>st</sup> Semester, Elements of Management [PGDHRM (S1) 01]**  
**2017)** on õ õ õ õ õ õ 2017.

Date:

Signature of collector with seal

## **Assignment Guidelines**

### **A) Guidelines to Co-ordinators:**

- 1) Assignments are parts of teaching-learning process and compulsory.
- 2) The spirit behind this is to help learners to understand the subject and prepare themselves better for the term-end examination.
- 3) Assignment responses are to be evaluated and feedback are required to be communicated to the learners, by giving back the assignments with evaluators comments. Such assignments are to be collected at the time of issuing admit cards and be stored in the centre's office till the end of next semester.
- 4) Assignment marks are to be sent to the Controller of Examinations as soon as the examination routines are published.
- 5) Keeping the above points in mind *Co-ordinators will fix the time/date of submission of assignments by the learners as may be convenient to follow the guidelines in true spirits.*

### **B) Guidelines to learners:**

- 1) As soon as the SLMs are received the learners will write the assignments in their own handwriting (assignment questions may be downloaded from the website, if necessary) to be submitted to Co-ordinators as per the dates fixed for the purpose. Timely submission of assignments at the Study Centres will help in quick processing of results of respective learners. Otherwise this will create unnecessary delay in declaration of results.
- 2) Writing of assignment (work) and submission of the same in time is compulsory.

**Registrar**

**KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY**

**Maniram Dewan School of Management**

**Home Assignment  
PGDHRM**

**Labour Legislation (Part- I) [PGDHRM (S1) 02]**

**1<sup>st</sup> Semester, 2017**

**Marks: 50**

*Assignments are required to be written in your own language, copying in toto from the learning material will carry less score.*

- 1. Answer the following questions- (Answer within 50 words) (2 X 4= 8)**
  - a. State the objects of the Payment of Gratuity Act, 1972.
  - b. Define trade dispute.
  - c. Define lock- out under the Industrial Disputes Act, 1947.
  - d. Define employer under the Payment of Bonus Act, 1965.
- 2. Answer the following questions- (Answer within 75 words) (3 X 4= 12)**
  - a. Define employee under the Minimum Wages Act, 1948.
  - b. Define wages under the Minimum Wages Act, 1948.
  - c. What is partial disablement under the Workmen's Compensation Act, 1923?
  - d. Discuss the provision of penalties under the Payment of Bonus Act, 1965.
- 3. Answer the following questions- (Answer within 150 words) (5 X 2=10)**
  - a. Discuss the procedure of determination of gratuity under the Payment of Gratuity Act, 1972.
  - b. Discuss the conditions under which the employer is not responsible to pay compensation under the Workmen's Compensation Act, 1923?
- 4. Answer the following questions- (Answer within 300 words) (10 X 2= 20)**
  - a. Discuss the role of the Trade Union Act, 1926 in promoting workers' welfare in industrial establishments.
  - b. Discuss the powers of the Conciliation Officer under the Industrial Disputes Act, 1947.

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**KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY**

**Maniram Dewan School of Management**

**Home Assignment**

**PGDHRM**

**Industrial Relations [PGDHRM (S1) 03]**

**1<sup>st</sup> Semester, 2017**

**Marks: 50**

*Assignments are required to be written in your own language, copying in toto from the learning material will carry less score.*

- 1. Answer the following questions- (Answer within 50 words) (2 X 4= 8)**
  - a. Define grievances.
  - b. Define discipline.
  - c. Define by lay- off.
  - d. What is meant by personnel policies?
- 2. Answer the following questions- (Answer within 75 words) (3 X 4= 12)**
  - a. State the importance of WorkersqParticipation in Management.
  - b. Define industrial disputes.
  - c. Discuss the role of financial incentives in motivating the employees.
  - d. Define retrenchment?
- 3. Answer the following questions- (Answer within 150 words) (5 X 2=10)**
  - a. Discuss the sources of industrial grievances.
  - b. Discuss the characteristics of personnel management.
- 4. Answer the following questions- (Answer within 300 words) (10 X2 =20)**
  - a. Discuss the different authorities for the settlement of industrial disputes.
  - b. Discuss Maslow's Need Hierarchy Theory.



**KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY**  
**Maniram Dewan School of Management**  
**Home Assignment**

**PGDHRM**

**Human Resource Management [PGDHRM (S1) 04]**

**1<sup>st</sup> Semester, 2017**

**Marks: 50**

*Assignments are required to be written in your own language, copying in toto from the learning material will carry less score.*

- 1. Answer the following questions- (Answer within 50 words) (2 X 4= 8)**
  - a. Define human resource management.
  - b. Define virtual rganization.
  - c. Define job analysis.
  - d. Define job specification.
- 2. Answer the following questions- (Answer within 75 words) (3 X 4= 12)**
  - a. Discuss the role of HR departments in an organization.
  - b. Define job interview.
  - c. Discuss the managerial functions of human resource management.
  - d. Define recruitment
- 3. Answer the following questions- (Answer within 150 words) (5 X 2=10)**
  - a. Discuss the factors that affect human resource planning.
  - b. Discuss the different sources of recruitment.
- 4. Answer the following questions- (Answer within 300 words) (10 X 2=20)**
  - a. Discuss the selection procedure followed in organisations.
  - b. Discuss the challenges of human resource management in the present globalized business environment.

N.B. The learners will have to collect receipt after submitting the assignment with the signature and seal of the collector of study centre and will have to keep with him/her till the declaration of result.

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**Receipt**

Received the assignment from Mr/Ms o o o o o o o o o o o o o o o o o o . Enrollment number o o o o o o o o o of **1<sup>st</sup> Semester, Human Resource Management [PGDHRM (S1) 04] (2017)** on o o o o o o 20...

Date:

Signature of collector with seal

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**Registrar**