

COURSE – PGDLL-04
PERSONNEL MANAGEMENET & INDUSTRIAL PSYCHOLOGY
Section -A

Define or Explain

- 1 Personnel Management
- 2 Man Power
- 3 Recruitment
- 4 Training
- 5 Job Evaluation
- 6 Human Resources
- 7 Discipline
- 8 Grievance
- 9 Redressal
- 10 Industrial Psychology
- 11 Manager
- 12 Planning
- 13 Selection
- 14 Policies
- 15 Promotion
- 16 Demotion
- 17 Techniques
- 18 Job Analysis
- 19 Leadership
- 20 Morale
- 21 Human Relations
- 22 Measurement
- 23 Organization
- 24 Transfer
- 25 Industrial Revolution
- 26 Corporate Policy
- 27 Advertisement
- 28 Interview
- 29 Motivation
- 30 Leadership style
- 31 Group interview
- 32 Test
- 33 Apprenticeship
- 34 Conferences
- 35 Evaluation
- 36 Performance Appraisal
- 37 Enquiry

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| 38 | Supervisor |
| 39 | Task |
| 40 | Work flow |
| 41 | Placement |
| 42 | Job Rotation |
| 43 | Factors |
| 44 | MBO (Manager by Objectives) |
| 45 | Human Behaviour |
| 46 | Personnel Policies |
| 47 | Misconduct |
| 48 | Fine |
| 49 | Communication |
| 50 | Payment |
| 51 | Trade Union |
| 52 | Skill |
| 53 | Programming |
| 54 | Monotery |
| 55 | Human Relations |
| 56 | Attitudes |
| 57 | Leader |
| 58 | Labour Relations |
| 59 | Goal |
| 60 | Equipment |
| 61 | Manager |
| 62 | Training |
| 63 | Recruitment |
| 64 | Planing |
| 65 | Leadership |
| 66 | Placement |
| 67 | MBO (Manager by Objectives) |
| 68 | Grivencese |
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| 70 | Interview |
| 71 | Job Evaluation |
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| 73 | Transfer |
| 74 | Interview |
| 75 | Trade Union |
| 76 | Skill |
| 77 | Goal |
| 78 | Human Resources |
| 79 | Misconduct |

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| 80 | Redressal |
| 81 | Man Power |
| 82 | Personal Management |
| 83 | Job Rotation |
| 84 | Transfer |
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| 86 | Evaluation |
| 87 | Payment |
| 88 | Discipline |
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Examination- PGDLL-04
PERSONNEL MANAGEMENT & INDUSTRIAL PSYCHOLOGY
Section-B

- Q.1 Need of Man Power Planning in Personnel Management.
- Q.2 Definition and Concept of Personnel Management .
- Q.3 Aimes of Personnel Policies Define ?
- Q.4 Difference between Recruitment and selection.
- Q.5 Evaluation of Training in Personnal management
- Q.6 Objectives of Job Evaluation.
- Q.7 Explain the Qualities of a Leader.
- Q.8 Differentiate between Moral and Job satisfaction.
- Q.9 Evolution of Personal Management.
- Q.10 Process of Man Power Planning in Personal Managaement.
- Q.11 Source of Recruitment in Personal Management (Pg-33, Book-1)

Section-B

- Q.12 Explain Procedure for an Interview.
- Q.13 Explain training for Job.
- Q.14 Explain modern methods of Appraisal.
- Q.15 Explain Ingredients of a Sound Disciplinary Policy.
- Q.16 Explain Guide lines of rules for Motivation.
- Q.17 Explain Concept and Objective of Motivation.
- Q.18 Meaning and Nature of Attitude in Psychology.
- Q.19 Meaning and type of Discipline in Management.
- Q.20 Explain kind of Punishment in Personal Management.
- Q.21 Write procedure for taking Disciplinary Action (Domestic Inquiry).
- Q.22 Write cause of Grievance in Personal Management .
- Q.23 Explain Historical Development of Industrial Psychology.
- Q.24 Development of Industrial Psychology in India.
- Q.25 Explain importance of Personal Management .
- Q.26 Write a short note of Principles of Personal policies.
- Q.27 Explain selection process in Personal Management .
- Q.28 Explain need and objective in training.
- Q.29 How far improvement of Human Relation with its workers and Management ? Give some suggestion to improve them.
- Q.30 Explain cause of Grievance in Personal Management.

- Q.31 Write a short note of Work flow/ Job Design.
- Q.32 Explain Job Security in Personal Management.
- Q.33 Explain the Major Indicators of Law Moral.
- Q.34 Explain Objective of Personal Management.
- Q.35 Define meaning of Personal Policy . Explain their characteristics.
- Q.36 Explain place of Training in Company Management.
- Q.37 Write a short note of Stress Interview.
- Q.38 What is Industrial Psychology ? Explain.
- Q.39 Explain Performance traits in Industrial Psychology.
- Q.40 Explain Measurement of Moral.
- Q.41 Explain role of Personal Manager in Personal Policies.
- Q.42 Importance of Man power Planning. Explain.
- Q.43 Explain merits and limitations of Psychological Test.
- Q.44 Explain evaluation of alternative sources of Recruitment.
- Q.45 Explain function of Leader.
- Q.46 Write a short note of a Expressive trait in Industrial Psychology.
- Q.47 Write a short note on methods of Increasing Moral.
- Q.48 Explain the methods of Increasing Moral.
- Q.49 Explain process of Policy formulating in Personal Management.
- Q.50 Write a short note on Job Analysis.
- Q.51 Difference between Recruitment and Selection.
- Q.52 Explain types of Psychological test in Personal Management.
- Q.53 What is Leadership theories ? Explain.
- Q.54 Write a short note on Behavioural Approach.
- Q.55 Discuss the various factors which affect Moral.
- Q.56 Need of Man-Power planning in Personal Management.
- Q.57 Evaluation of Contextual factors. Explain.
- Q.58 Differentiate between Promotion and Transfer.
- Q.59 Write a short note of Performance Appraisal.
- Q.60 Explain importance of Human Relation.
- Q.61 Guidelines of rules for motivation in Personal Management.
- Q.62 Write a short note of Act of Indiscipline (Misconduct).
- Q.63 What are the source of Attitudes.
- Q.64 Explain kinds of Promotion in Personal Management.
- Q.65 Write a short note of Transfer Policy.
- Q.66 Explain Merits and Limitation at Psychological test.
- Q.67 Write sources of Recruitment in Personal Management.
- Q.68 Write objective of Job Evaluation in Personal Management.
- Q.69 Difference between Recruitment and Selection.
- Q.70 Explain Needs and Objectives in Training.
- Q.71 How far improvement at Human Relation with its Workers and Management .Give some suggestion to improve them.

Exam-PGDLL-04
Section-C
Long Answer Questions

Q.1 What is the importance of study of Motivation and Moral in an Industry ? Does they have a bearing on production ?

प्र-1. एक उद्योग में उत्प्रेरण एवं मनोबल के अध्ययन का क्या महत्व है? क्या इसका उत्पादन से कोई सम्बन्ध है?

Q.2 State the Nature and Scope of Industrial Psychology with reference to Indian Industries. How far economic factor influence the Personal Management in India ?

प्र-2. भारतीय उद्योगों के सन्दर्भ में औद्योगिक मनोविज्ञान की प्रकृति तथा सीमा का वर्णन कीजिये। भारत में कार्मिक प्रबन्ध की आर्थिक कारण कहीं तक प्रभावित करते हैं।

Q.3 What do you know about how experiments helps in promoting the interest of Human Relation in Industries ?

प्र-3. हावथोर्न के प्रयोग से आप क्या समझते हैं। ये प्रयोग उद्योगों में मानवीय सम्बन्धों की किस प्रकार प्रोत्साहन प्रदान करते हैं।

Q.4 What is meant by Personal Management ? State the history of its evolution and development.

प्र-4. सेविवर्गीय प्रबन्ध में क्या तात्पर्य है इसके उद्भव और विकास का इतिहास बताये?

Q.5 “ The Purpose of Personal Management is to promote the productive efficiency of an undertaking by securing the best use those employed in it”. Discuss.

प्र-5. “कार्मिक प्रबन्ध का उद्देश्य एक संस्थान में कार्यरतों का सर्वोत्तम उपयोग प्राप्त कर उत्पादक क्षमता को बढ़ाना है।” विवेचना कीजिये।

Q.6 What do you understand by Man-Power planning ? Which element in your opinion should be kept in view while planning for Man-power needs for tomorrow ?

प्र-6. मानव शक्ति नियोजन में आप क्या समझते हैं? आने वाले समय के लिए मानव शक्ति नियोजन आते समय किन-किन तत्वों को ध्यान में रखना चाहिये।

Q.7 Write a short note on the meaning of Objectives and kind of Motivation.

प्र-7. उत्प्रेरण का अर्थ, उद्देश्य एवं प्रकार के बारे में टिप्पणी लिखिये।

Q.8 Write short note on any two of the following :

- (1) Selection Interview
- (2) Domestic Enquiry
- (3) Formal and Informal Groups
- (4) Demotion

प्र-8. निम्नलिखित में से किन्हीं दो पर संक्षिप्त टिप्पणी लिखिये।

- (1) चयन साक्षात्कार
- (2) घरेलू जाँच
- (3) औपचारिक और अनौपचारिकता समूह
- (4) पदावनति

Q.9 Explain the meaning and importance of training programme to be evaluated ?

प्र-9. प्रशिक्षण कार्यक्रम का अर्थ और इसके महत्व का विवेचन कीजिये। प्रशिक्षण कार्यक्रम का मूल्यांकन किस प्रकार में किया जा सकता है।

Q.10 Explain the term “Human factor” in Management. What is the importance of Human Resources under Personal Management ?

प्र-10. प्रबन्धन में मानवीय प्रतिनिधित्व (Human factor) पद का विवेचन कीजिये। सेविवर्गीय प्रबन्धन के अन्तर्गत मानव संसाधन का क्या महत्व है।

Q.11 What do you understand by Psychological test ? Discuss the Principal Psychological test used for selection of a Personal.

Q.12 Write short note on any two of the following:

- (1) Job Evaluation
- (2) Leadership
- (3) Grievance Procedure.

Q.13 Describe the procedure of Recruitment and Selection of Personal in an organisation ?

Q.14 What are the main cause of indiscipline in Indian Industries ? Discuss the procedure for disciplinary action against Industrial Workers.

Q.15 How far promotion are useful in Personal Management ? What are the cause of Promotion?

Q.16 A Reputed Industrialist seeks your advice to dismiss an employ for his Misconduct. What procedure and precaution will you suggest?

- Q.17 Explain the meaning of term 'Promotion' . Discuss the relative merits and demerits of promotion by Seniority and promotion by merits ?
- Q.18 State the facts and Principles of Law Laid down in the case Monegram Mills Ltd. v/s State of Gujrat,1976, 11 ILJ 274 Sc.
- Q.19 Describe the various methods of Recruitment in Industries. Give your opinion regarding preference to the "Sons of Soil" in the matter of Recruitment.
- Q.20 What do you mean by Man-Power planning? Which elements in your opinion should be kept in view ? Which planning for Man-Power needs of tomorrow ?
- Q.21 Personal Management today is essentially the same as that viewed by the early Scientific Management. Discuss. (Pg-14)
- Q.22 Distinguish between Training and Education. Are you trained or educated by University ? (Pg-60)
- Q.23 What suggestion would you make to improve Human Relation in an organization ? (Pg-11)
- Q.24 What do you understand by the term "Moral" ? How does it differ from Job satisfaction and motivation ? (Pg-13.9.1)
- Q.25 Explain Point System of Job evaluation . How this system can be constructed as a refinement of grading method ?
- Q.26 Contrast the advantages of Seniority with those of merits in making decision about promotion. (Pg-75)
- Q.27 Define Industrial Psychology and discuss the importance. (Pg-58)
- Q.28 What are the sources of Attitudes ? (Pg-24)
- Q.29 Define Attitudes. How are the concept of Job satisfaction and Moral allied to the concept of Attitude ? (Pg-24)
- Q.30 Discuss various instances where principles of Natural Justice have been excluded under 2nd Provision to A-311 (2) of the constitution. (Pg-34)

- Q.31 What is meant by Job Evaluation ? Discuss various steps involved in a Job evaluation Programme and point out at least two methods used in this context. (Pg-88-a)
- Q.32 What are the basic concept of Industrial Psychology ? Discuss briefly. (Pg-58)
- Q.33 Can Moral be measured ? If so discuss the different techniques used to measure Moral in Industry. (Pg-13)
- Q.34 It is said that indiscipline is mostly the result of the difference between an individual's Personal system of behaviour and organisation required system of behaviour . Do you agree ? (Pg-26)
- Q.35 Explain how policies help in the attainment of organisational goal ? (Pg-22)
- Q.36 Discuss the relevance of Personal Management in India . (Pg-14)