

INTERNAL ASSIGNMENT QUESTIONS
M.A. PUBLIC PERSONNEL MANAGEMENT PREVIOUS
ANNUAL EXAMINATIONS
(2015-2016)



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. H.VENKATESHWARLU
Hyderabad – 7 , Telangana State

Dear Students,

Every student of M.A. PPM 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. 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. The assignment marks will not be accepted after the stipulated date,

You are required to **pay Rs.300/- fee** towards Internal Assignment marks through DD (in favour of Director, PGRRCDE, OU) and submit the same along with assignment at the concerned counter **on or before 30-06-2016** and obtain proper submission receipt.

ASSIGNMENT WITHOUT THE DD 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 STUDENT :
2. ENROLLMENT NUMBER :
3. M.A.. PPM Previous :
4. NAME OF THE PAPER :
5. DATE OF SUBMISSION :
6. Write the above said details clearly on every subject assignments paper, otherwise your paper will not be valued.
7. Tag all the assignments paper wise and submit assignment number wise.
8. Submit the assignments on or before **30-06-2016** at the concerned counter at PGRRCDE, OU on any working day and obtain receipt.

**Prof.H.VENKATESHWARLU
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. Class theory of the 'State'.
2. Political Environment.
3. Features of Corporation form of Public Enterprises
4. Reservations
5. Neutrality

SECTION – B

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

5x2=10

1. "Indian constitution is federal in form but unitary in spirit" Discuss'.
2. Explain the important features of 74th Constitutional Amendment Act (CAA)

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PAPER - II: MANAGEMENT

SECTION - A

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

5x2=10

1. Systems Approach
2. Types of Authority
3. Characteristics of Leadership
4. Define MBO
5. Types of Communications

SECTION – B

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

5x2=10

1. Describe the importance of Motivation.
2. Define TQM and discuss its features.

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PAPER - III: ORGANIZATIONAL BEHAVIOUR

SECTION - A

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

5x2=10

1. Explain the importance of organisational behaviour.
2. Explain the types of reinforcement.
3. What is the individual behaviour ?
4. Explain the term personality.
5. What is the importance of motivation ?

SECTION – B

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

5x2=10

1. Define the term perception what are the different types of perceptions ?
2. Explain the types of communication.

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PAPER - IV: PERSONNEL MANAGEMENT

SECTION - A

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

5x2=10

1. Meaning of Personnel Management.
2. Qualities of Personnel Manager
3. Write functions of Personnel Department.
4. Factors affecting recruitment.
5. Sources of Manpower.

SECTION – B

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

5x2=10

1. Define the Job evaluation.
2. Discuss major trends in personnel management.