

CENTRE FOR DISTANCE AND ONLINE EDUCATION

Aligarh Muslim University, Aligarh

Session: 2020-21

Post Graduate Diploma in Personnel Management

ELEMENTS OF MANAGEMENT

(PMM-01)

Total Marks: 25

a) Attempt any two questions.

1. What is the difference between Business Process Outsourcing and Knowledge Process Outsourcing?
2. Describe the management exception.
3. What do you mean by Administration and Management?
4. State the concept and importance of planning.

CENTRE FOR DISTANCE AND ONLINE EDUCATION

Aligarh Muslim University, Aligarh

Session: 2020-21

Post Graduate Diploma in Personnel Management

INDUSTRIAL RELATIONS

(PMM-02)

Total Marks: 25

a) Attempt any two questions.

1. Write note on Preventive and Settlement Mechanisms.
2. What are the Legal and Illegal Strikes?
3. Explain strike in Indian industries with example.
4. What is Morale? How morale is measured?

CENTRE FOR DISTANCE AND ONLINE EDUCATION

Aligarh Muslim University, Aligarh

Session: 2020-21

Post Graduate Diploma in Personnel Management

HUMAN RESOURCE MANAGEMENT

(PMM-03)

Total Marks: 25

a) Attempt any two questions.

1. State the concept and importance of Job Analysis.
2. Explain the concept of manpower planning in organization.
3. What are the various steps in selection procedure?
4. What are the traditional job interviews?

CENTRE FOR DISTANCE AND ONLINE EDUCATION

Aligarh Muslim University, Aligarh

Session: 2020-21

Post Graduate Diploma in Personnel Management

PRINCIPLES OF ORGANISATIONAL BEHAVIOUR

(PMM-04)

Total Marks: 25

a) Attempt any two questions.

1. What do you mean by the concept of Self-Theory?
2. What are the various aspects of Organizational Change?
3. Discuss the concept of Organizational Culture.
4. What do you mean by Management Information System?

CENTRE FOR DISTANCE AND ONLINE EDUCATION

Aligarh Muslim University, Aligarh

Session: 2020-21

Post Graduate Diploma in Personnel Management

HUMAN RESOURCE DEVELOPMENT

(PMM-05)

Total Marks: 25

a) Attempt any two questions.

1. Explain the process of Wage Determination.
2. What are the roles of Supervisor? Explain.
3. Discuss the various steps in Performance Appraisal?
4. What do you mean by Strategic Management Process.
