Q.1. Write Short Notes on:
   a) Employee Benefits.
   b) Job Description.
   c) Discipline.
   d) Factors necessary for improving Communication.

Q.2. Explain:
   a) Appraisal.
   b) Organisation Development.
   c) Ethics in Management.
   d) Industrial Relations Strategy.

Q.3. 
   a) Distinguish between Personnel Management and Human Resources Management.
   b) How the application of an employee for taking up part-time studies to improve his knowledge and skill will be dealt with by Personnel Management vis-a-vis Human Resources Management?

Q.4. 
   a) Rahul is highly qualified but is lax in his working habits. Priya is not highly qualified but is very hard-working and has excellent work ethics. Who among these, given a choice, would you prefer to have as a subordinate? Explain with pros and cons of each case.
   b) How do you think training an employee adds to the value of the organisation?

Q.5. 
   a) While devising Training Calendar for your organization, how will you identify training needs of your organization?
   b) How beneficial are the following training methods:
      i) Case Study,
      ii) Role Play; and
      iii) Syndicate Discussion?
Q.6. Every organisation should have corporate missions and goals. How does this help in achieving overall growth? Explain, with examples, with reference to your organisation.

Q.7. Explain the concept of Motivation as an integral part of Human Resources Management and elucidate the qualities of a good Motivator.

Q.8. Your organisation has just completed a golden jubilee. How would you go about in communicating this to each and every entity related to you in work?

END