

QUESTION 2014

GROUP – A

(Multiple Choice Type Questions)

1. Choose the correct alternatives for any *ten* of the following:
- i) Industrial Employment (Standing Order) Act was formulated and amended in _____ and _____ respectively.
- a) 1946, 1982 b) 1947, 1982 ✓ c) 1946, 1980 d) 1949, 1989
- ii) Which of these is a step of Positive Discipline?
- a) oral reprimand b) written warning c) written reminder ✓ d) suspension
- iii) Negative Discipline is _____ in nature.
- ✓ a) punitive b) predictive c) both (a) and (b) d) none of these
- iv) Which is not an approach to counseling?
- a) cognitive therapies b) behavioural therapies
- c) psychoanalytic therapies ✓ d) none of the above

POPULAR PUBLICATIONS

- v) Charge sheet means
- a) sheet consisting of misconducts
 - b) sheet consisting of charges
 - c) sheet consisting of cases
 - ✓d) sheet consisting of disciplinary actions
- vi) Grievances are handled by
- a) IR Manager
 - ✓b) HR Manager
 - c) PR Manager
 - d) Union Leader
- vii) From the following which is a Principle of Natural Justice
- a) disobey superior
 - b) hear the other party
 - c) confess the misconduct
 - ✓d) none of these
- viii) Which one of the following is not a criterion under McGregor's Hot Stove Rule?
- a) immediate
 - b) impersonal
 - ✓c) regular
 - d) consistent
- ix) "No one can be the judge in his own cause." - Which Laws of Discipline this concept belong to?
- a) code of conduct
 - b) Industrial Employment Standing orders Act, 1946
 - c) The Central Civil Service Rules
 - ✓d) Principles of nature justice
- x) Which one of the following may be used by the organization to know about grievance?
- a) appraisal interview
 - ✓b) gripe box
 - c) organization chart
 - d) suggestion box
- xi) Which one of the following is not a type of counselling method?
- a) directive counselling
 - b) non-directive counselling
 - ✓c) eclectic counselling
 - d) individual counselling
- xii) Negative discipline is
- ✓a) imposing penalties for wrong behaviour
 - b) giving awards and recognition
 - c) marked by two-way communication
 - d) none of these

GROUP - B

(Short Answer Type Questions)

2. Write a short note on McGregor's Red Hot Stove Rule.

See Topic: DISCIPLINE, Long Answer Type Question No. 2(i).

3. What are the causes of Industrial Grievance? Explain each cause briefly.

See Topic: GRIEVANCE MANAGEMENT, Short Answer Type Question No. 3.

4. Write a short note on principles of natural justice.

See Topic: LAWS ON DISCIPLINE, Short Answer Type Question No. 1.

HUMAN RESOURCE MANAGEMENT-III

5. Explain the difference of the concept of "Lay off" and "Lock out" in Industrial Dispute Act, 1947.

See Topic: LAWS ON DISCIPLINE, Short Answer Type Question No. 2.

6. What are the guidelines that one should follow to maintain a sound disciplinary system?

See Topic: NEGATIVE DISCIPLINE, Short Answer Type Question No. 4 (or).

GROUP – C

(Long Answer Type Questions)

7. Define counselling. What are the approaches of counselling? Discuss the skills required of a Good counsellor.

See Topic: POSITIVE DISCIPLINE, Long Answer Type Question No. 1.

8. a) Discuss the objectives of Industrial Employment (Standing Order) Act.

b) What are the various acts and omissions that are considered as misconduct under this Act?

c) State the procedure for disciplinary action for misconduct under this Act.

a) See Topic: LAWS ON DISCIPLINE, Long Answer Type Question No. 4.

b) and c) See Topic: NEGATIVE DISCIPLINE, Long Answer Type Question No. 2 (or).

9. What is Discipline? Enumerate the features and the objectives of Discipline. Explain the different ways to avoid Employee-grievance in a work place.

See Topic: DISCIPLINE, Long Answer Type Question No. 1.

10. Explain the difference between Punishment and Penalty. A employee is making continuous absenteeism, irregularities and late coming as a regular practice. Frame a charge-sheet or show-cause letter against the person. When can an employee challenge a punishment awarded by the organization.

See Topic: NEGATIVE DISCIPLINE, Long Answer Type Question No. 8.

11. When positive discipline is powerful than negative discipline – Explain. Who is the appropriate disciplinary authority? What are the steps of an ideal disciplinary process?

See Topic: NEGATIVE DISCIPLINE, Long Answer Type Question No. 6.