



13. a) Describe the Purposes of Promotion.  
(OR)  
b) List out Prerequisites for a Good Incentive Scheme.
14. a) Compute the Features of Collective Bargaining.  
(OR)  
b) Describe the Administration of Discipline.
15. a) Discover the provisions relating to The Industrial Disputes Act, 1947.  
(OR)  
b) Find out the Model Grievance Procedure.

**SECTION – C****(5 X 8 = 40 MARKS)****ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS. (K4 (Or) K5)**

16. a) Analyse the Functions of Personnel Management.  
(OR)  
b) Determine the different Types of Personnel Policies.
17. a) Outline the Characteristics of Job Description.  
(OR)  
b) Examine Off-the Job Training Methods.
18. a) Point out the Reasons for Transfer.  
(OR)  
b) Discuss the Types of Compensation.
19. a) Recommend the Essential Prerequisites for Effective Workers Participation in Management  
(OR)  
b) Evaluate the Prerequisites for Successful Collective Bargaining.
20. a) Develop the different types of benefits provided by ESI act .  
(OR)  
b) Summarise the Constitution of E.S.I.C (Employees State Insurance Corporation).

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**ETHICAL PAPER**