

41044

M.A. DEGREE EXAMINATION, MARCH/APRIL 2020

FOURTH SEMESTER

Political Science And Public Administration

Paper IV – MANAGEMENT TECHNIQUES

Time : Three hours

Maximum : 75 marks

(No additional sheet will be supplied)

PART A — (5 × 3 = 15 marks)

Answer any FIVE of the following.

Each question carries 3 marks.

Each answer should not exceed 1 page.

1. HRM
2. Work Simplification
3. Elements of Supervision
4. Retention
5. Benefits of career development plan
6. Method Study
7. Demotion
8. Peter Drucker

PART B — (4 × 15 = 60 marks)

Answer ALL questions.

Each question carries 15 marks.

Each answer should not exceed 6 pages.

9. (a) Write an essay on Organization and Methods.

Or

- (b) Define Supervision? Explain Supervision functions and qualities.

10. (a) Explain objective and types of the Work Study.

Or

(b) Discuss about the Work Management.

11. (a) Discuss the Management by Objectives Meaning, importance and its Limitations.

Or

(b) Explain On the job Training Method and Off the Job Training Methods.

12. (a) Briefly explain the Stages of Development of Operations Research.

Or

(b) Discuss the steps for career planning and development of an employee.

