



Office of the Director  
**CENTRE FOR DISTANCE AND ONLINE EDUCATION**  
(Formerly School of Distance Learning and Continuing Education)  
**Kakatiya University (NAAC A+ Grade)**  
Warangal-506 009.

**M.A./M.Com/MSW (Semester-I) Examination**  
**(Academic Year: 2024-2025)**

**Semester** : **I**

Name of the Student :

Hall-Ticket/Admission Number :

Name of the Course :

Paper (Title) :

Mobile Number :

Email Address :

**Study Centre Name** :

**Signature of the Student with date**



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**M.A./M.Com/MSW (Semester-I) Examination (Academic Year: 2024-2025)**

**Dear Student,**

Read the following **Instructions** very carefully before writing and submitting of all your Assignments. Write all your details on every Cover Page of Each Paper (Assignment). Students of various PG Courses have to submit Assignments **I & II** for each semester. The Assignments consists of **20 marks** and Assignment – **II** consist **25 marks**

**(Note: Assignment-II in place of Seminar for 25 Marks)**  
**(Write Topic Name on top up of the page)**

**Instructions for Writing of Assignments:**

1. Submission of Assignments is **Compulsory**.
2. Each Assignment-I (Paper) should be written in **15-20 Pages. (Attach Question Paper)**
3. Each Assignment-II should be written in **15-20 Pages. (Attach Question Paper)**
4. Write answers clearly and visibly on **A-4 size only**.
5. Assignment should be written **ONE SIDE OF THE PAPER only**.
6. Assignment should be in student's own handwriting.
7. Printed/Carbon copies or computer print-outs **Will not be Accepted**. Any irregularity will be viewed seriously and the assignments will be **rejected**.
8. You can use CDOE (SDLCE) course material or other relevant Articles/Books for writing the assignments **I & II**.
9. Submit Assignment **I (Paper) & II** separately with tape binding or spiral binding **only**.
10. Each Assignment **I & II** should be with a cover page. Write All Your Details in **Capital Letters on the cover page**.
11. Students those who fail to submit their assignments are **not allowed** write **SEMESTER EXAMS**.
12. **Submit** all your Assignments at your Study Centre (or) Room No. 7, CDOE (SDLCE), KU **only**.
13. **Last date for Submission of Assignments I & II is: 25-12-2025. Assignments will not be Accepted, After the Due Date.**
14. For any sort of doubts or queries in writing the assignments, students can contact the Coordinators of your center or **course-In-Charge of CDOE (SDLCE), KU**.
15. You may contact CDOE Enquiry Counter/directly or call **0870-2461480 , 0870-2461490**

From **10.30 am** to **4.30 pm** on all working Days.

**Sd/-**  
**DIRECTOR**



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**ASSIGNMENT-I**

**Subject: M.A. HRM Semester-I Examination (2024-25)**

**Paper -I : HUMAN RESOURCE MANAGEMENT**

**Answer any *FIVE* of the following questions.**

**5x4=20 Marks**

1. Write the concept, Scope of Human Resource Management.
2. Explain to importance of Human Resource Management.
3. Discuss the functions of HRM.
4. Write the process of HR planning.
5. Briefly discuss the significance of Recruitment in the Organization.
6. What are standing orders? Explain.
7. Write the concept of performance Appraisal Methods in the organization.
8. Discuss the types and methods of Training.
9. Write a brief note on HR Accounting.
10. Write a Short note on HR Auditing.

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**ASSIGNMENT-I**

**Subject: M.A. HRM Semester-I Examination (2024-25)**

**Paper-II : MANAGEMENT THEORY & PRACTICE**

**Answer any *FIVE* of the following questions.**

**5x4=20 Marks**

1. Explain the key functions of Management as Proposed by Henry Fayol?
2. Discuss the Difference between scientific Managements and Administrative management Theories.
3. What are main contributors of Elton Mayes How income studies to Modern management.
4. Discuss the importance of planning and steps in the management Process?
5. Explain the concept of coordination and its significance in effective management?
6. Concept Meaning and definition of the Management?
7. Significance of the operations.Reseaerach?
8. Organizational Design and definitions.
9. Internal & External Environment in Management System?
10. Communication & Process?

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**ASSIGNMENT-I**

**Subject: M.A. HRM Semester-I Examination (2024-25)**

**Paper-III: BUSINESS ENVIRONMENT & ETHICS**

**Answer any *FIVE* of the following questions.**

**5x4=20 Marks**

1. What is Business environment? Explain.
2. Discuss the scope and importance of Business environment.
3. Distinguish between internal external environment of business.
4. Discuss the impact of Globalization of Business environment in India.
5. Briefly discuss Industrial policies in India.
6. Write a short not on NTO and ASEAN.
7. Write an essay on new economic policy 1991.
8. What are Capital Markets? Explain
9. Explain the role of IMF & World Bank in Indian business environment.
10. Write a short note on “Corporate social – responsibility”

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**ASSIGNMENT-I**

**Subject: M.A. HRM Semester-I Examination (2024-25)**

**Paper-IV: ORGANIZATIONAL BEHAVIOUR-I**

**Answer any *FIVE* of the following questions.**

**5x4=20 Marks**

1. Define industrial Psychology and Explain the Objectives of industrial psychology.
2. Define Industrial sociology and explain the main Objectives of Industrial sociology.
3. Write its concept, Scope and Importance of Organisational Behaviors.
4. Define personality and write characteristics of Personality.
5. What is as stress? Explain its compact on employees in the organization
6. Write an essay on Individual and group conflicts.
7. Critically examine the evolution of Industrialization.
8. Write a short note of Learning theories
9. Explain the problems and challenges of Industrialization.
10. Briefly explain nature of Industrial Society in India.

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**ASSIGNMENT-I**

**Subject: M.A. HRM Semester-I Examination (2024-25)**

**Paper-V: HR SOFT SKILLS & ORGANIZATIONAL COMMUNICATION**

**Answer any *FIVE* of the following questions.**

**5x4=20 Marks**

1. Write meaning and Objectives of communication.
2. Explain the Function of communication.
3. Discuss the Process of communication in the organization.
4. Write Ito types of communication.
5. What ale Communication Barriers? explain
6. Write a note on Non-Verbal communication.
7. Write an essay on Spoken communication.
8. Explain formats of Letter writing.
9. Describe the nature and importance of Public relations.
10. Analyze the functions of public Relations officer in the organization.

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**ASSIGNMENT-I**

**Subject: M.A. HRM Semester-I Examination (2024-25)**

**Paper-VI: LABOUR LEGISLATION - I**

**Answer any *FIVE* of the following questions.**

**5x4=20 Marks**

1. Explain the main objectives and importance labour legislation in India?
2. Discuss the fundamental principles of social justice reflected in Indian labour laws?
3. Write a short note on the role of the international labour organizations (ILO) in shaping labour laws in India.
4. Describe the Key Barriers of the factories act 1948 relating to the health and safety of worker's
5. What are the rights and duties of employees and employees under the industrial dispute act 1947?
6. Brief out the labour legislation?
7. Characteristics. of Labour legislation?
8. Factories act 1948 origin & Scope?
9. Scope & converge of the Mines act 1952?
10. Importance functions of the AP shops & Establishment act 1966?

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**ASSIGNMENT-II**

**(Note: Assignment-II is in place of Student Seminar for 25 Marks)**

**Subject: M.A. HRM Semester-I Examination (2024-25)**

**Note: Answer any TWO TOPICS of the following.**

**50 Marks**

1. Concept, scope and Importance of HRM
2. Human Resource Management Planning.
3. Recruitment and selection.
4. Training and Development
5. HR Accounting and the Auditing.
6. Directing and Controlling.
7. Management Environment.
8. Organizational Design.
9. Planning Nature – Process of Organization Behavior.
10. Leadership Concept.
11. Concept- scope and importance Business Environment.
12. Industrial policies In India
13. New Economic policy 1991
14. Concept of Capital Markets
15. Corporate Social Responsibility (CSR) .
16. Nature, scope and importance Industrial psychology.
17. Scope and Importance of organizational Behaviour
18. Concept of learning theories.
19. Evolution of Industrialization and Industrial Society.
20. Problems and challenges of Industrialization.
21. Write meaning and objectives and functions of communication.
22. Explain the process of communication in details.
23. What are Communication barriers? Explain different types of communication barriers in the organization.
24. Write an essay on Spoken Communication and its significance in an Organization.
25. Define Public Relations? Explain the public relations importance in present global business environment.
26. Labor legislatives in India
27. Factories act 1948 origin.
28. Mines Act 1952 health and safety and welfare
29. Working hours of the labour Employee's
30. Functions of the inspectors.

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