



x) Which of the following is not a punishment?  
a) Demotion      b) Termination      ✓ c) Incentive      d) Suspension

xii) ILO stands for  
✓ a) International Labour Organization      b) Indian Labour Organization  
c) Intermediate Labour Organization      d) None of these.

### Group - B

(Short Answer Type Questions)

2. Write short notes on written warning as a disciplinary measure.

See Topic: **NEGATIVE DISCIPLINE**, Short Answer Type Question No. 7.

3. What are the benefits of positive discipline in the organization?

See Topic: **DISCIPLINE**, Short Answer Type Question No. 3.

4. What are the black spots of Code of Discipline?

See Topic: **LAWS ON DISCIPLINE**, Short Answer Type Question No. 5.

5. What are the precautions to be observed while handling grievances?

See Topic: **GRIEVANCE MANAGEMENT**, Short Answer Type Question No. 4.

6. Discuss in brief the methods of counseling.

See Topic: **MANAGEMENT OF DISCIPLINE**, Short Answer Type Question No. 1.

### Group - C

(Long Answer Type Questions)

7. a) What is misconduct?

b) Brief the points under major acts of misconduct.

c) What are the principles of Disciplinary Action?

a) & b) See Topic: **NEGATIVE DISCIPLINE**, Short Answer Type Question No. 5.

c) See Topic: **NEGATIVE DISCIPLINE**, Long Answer Type Question No. 2(or)-2<sup>nd</sup> part.

8. Write short notes on any three of the following:

a) Appropriate Government

b) Average Pay

a) & b) See Topic: **MISCELLANEOUS**, Long Answer Type Question No. 3.

c) Progressive Discipline

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

d) Charge Sheet

See Topic: **NEGATIVE DISCIPLINE**, Long Answer Type Question No. 12(b).

e) The psychoanalytic/psychodynamic approach of counselling.

**See Topic: MANAGEMENT OF DISCIPLINE, Long Answer Type Question No. 2(a).**

9. a) Discuss the types of Grievance Redressal Machinery.

b) What are the major causes of grievance in Indian industries?

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

10. Explain the difference between Punishment and Penalty.

**See Topic: NEGATIVE DISCIPLINE, Long Answer Type Question No. 8(1<sup>st</sup> part).**