

QUESTION 2017

GROUP - A

(Multiple Choice Type Questions)

1. Choose the correct alternatives for any *ten* of the following:

- i) Positive discipline is also called
- a) Self-imposed discipline
 - ✓ c) Self-discipline
 - b) Enforced discipline
 - d) None of these
- ii) Grievances may occur for a number of reasons. One of the most important causes is
- ✓ a) Work environment
 - b) Work team
 - c) Factual
 - d) Accident
- iii) There are three forms of Grievances. They are
- ✓ a) Factual, imaginary & disguised
 - b) Factual, team & discipline
 - c) Imaginary, team & discipline
 - d) Factual, imaginary & team
- iv) Grievances effect on
- a) Production
 - ✓ c) Man
 - b) Material
 - d) Machinery
- v) You can control grievances with the help of
- a) Norms
 - ✓ b) Exit interview
 - c) Policy
 - d) None of these
- vi) The Trade Union Act was enacted on
- ✓ a) 1926
 - b) 1936
 - c) 1946
 - d) 1956

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6. What do you understand by the term misconduct? What are its types?
See Topic: **NEGATIVE DISCIPLINE, Short Answer Type Question No. 5.**

Group - C **(Long Answer Type Questions)**

7. Define Discipline. Write in detail the different approaches to discipline. State the different guidelines of discipline.

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

8. Briefly state the skills required for counseling. Discuss the steps in counseling. What are the drawbacks of counseling?

See Topic: **POSITIVE DISCIPLINE, Long Answer Type Question No. 5.**

9. a) Write a charge sheet notice for consuming alcohol inside the premises of an industrial paint factory at night. You may assume relevant factors.

b) Write a suspension notice to a group of accountants for alleged misappropriation of cash.

See Topic: **DISCIPLINE, Long Answer Type Question No. 11.**

10. State the provisions under the Industrial Employment (Standing Orders) Act, 1946. Discuss the various punishments and penalties under discipline.

1st part: See Topic: **LAWS ON DISCIPLINE, Long Answer Type Question No. 2.**

2nd part: See Topic: **NEGATIVE DISCIPLINE, Long Answer Type Question No. 8 (or).**

11. Write short notes on any *three* of the following:

a) The Central Civil Services (Conduct) Rules

See Topic: **LAWS ON DISCIPLINE, Long Answer Type Question No. 5 (1st part).**

b) Retrenchment

See Topic: **LAWS ON DISCIPLINE, Long Answer Type Question No. 7(e).**

c) Domestic Enquiry

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

d) Strike

See Topic: **LAWS ON DISCIPLINE, Long Answer Type Question No. 7(d).**

e) Adjudication

See Topic: **LAWS ON DISCIPLINE, Long Answer Type Question No. 7(a).**